

FIRE AND EMS TRAINING PROGRAMS

INSTRUCTOR GUIDELINES



FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT - TRAINING DIVISION

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JULY 1, 2016

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SECTION 1 - GENERAL INFORMATION

WELCOME TO THE FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT – TRAINING DIVISION **FIRE AND EMERGENCY MEDICAL SERVICES PROGRAMS**. WE ARE PLEASED THAT YOU HAVE CHOSEN TO HELP OUR EDUCATIONAL PROGRAMS BY OFFERING TO ASSIST WITH INSTRUCTION OF NEW CANDIDATES THAT STRIVE TO BECOME CERTIFIED AS EMERGENCY RESPONDERS.

THE OFFICERS OF THE TRAINING DIVISION ARE COMMITTED TO QUALITY AND EXCELLENCE IN FIREFIGHTING AND PRE-HOSPITAL EDUCATIONAL TRAINING. BECAUSE YOU ARE NOW ASSISTING AS AN INSTRUCTOR, YOU ARE BECOMING A MENTOR TO THOSE WHO STRIVE TO HELP OTHERS.

THIS *INSTRUCTOR GUIDELINES* DOCUMENT IS AN ANNUAL PUBLICATION THAT PROVIDES STAFF WITH INFORMATION ABOUT ADMINISTRATIVE AND ACADEMIC POLICIES. **THIS 2016 – 2017 EDITION IS EFFECTIVE JULY 1, 2016, AND APPLIES TO ALL INSTRUCTORS ASSISTING WITH ANY TRAINING DIVISION PROGRAM ON OR AFTER THIS DATE.**

ALL INSTRUCTORS, REGARDLESS OF STATUS, ASSISTING WITH A TRAINING DIVISION PROGRAM ARE RESPONSIBLE FOR READING AND UNDERSTANDING THE INFORMATION AND POLICIES IN THIS MANUAL. FOR THE SAFETY OF ALL, AND TO ENSURE A HIGHER LEVEL OF EDUCATION EXCELLENCE AND PROFESSIONAL BEHAVIOR, STRICT ADHERENCES TO THE POLICIES CONTAINED IN THIS DOCUMENT ARE REQUIRED BY ALL FACULTY.

THE TRAINING DIVISION IS COMMITTED TO QUALITY AND EXCELLENCE IN PRE-HOSPITAL AND EMERGENCY TRAINING. WE STRIVE TO OFFER THE BEST EDUCATIONAL EXPERIENCE AND REALISTIC TRAINING THAT CAN PREPARE YOU FOR CERTIFICATION EXAMINATIONS. OUR TRAINING FACILITIES AND EQUIPMENT ARE “STATE-OF-THE-ART” AND MAINTAINED WITH THE PURPOSE OF PROVIDING A SAFE AND GENUINE EXPERIENCE OF A REAL-LIFE EMERGENCY. IF AT ANY TIME YOU HAVE A QUESTION OR CONCERN ABOUT ANY FACULTY OR FACILITY, PLEASE FEEL FREE TO CONTACT A TRAINING DIVISION OFFICER.

AGAIN, WELCOME TO OUR PROGRAMS; WE HOPE YOU ENJOY YOUR EXPERIENCE.

FIRE AND EMS ACADEMIES HISTORY

SINCE 1998, THE TRAINING DIVISION OF THE FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT HAS BEEN COORDINATING, PLANNING, IMPLEMENTING, AND FUNDING THE TRAINING OF FIRE, EMERGENCY MEDICAL SERVICES, HAZARDOUS MATERIALS, AND SPECIALIZED RESCUE TRAINING IN ORDER TO ENSURE THE PROVISION OF COMPREHENSIVE PUBLIC SAFETY SERVICES TO THE NORTHERN SHENANDOAH VALLEY REGION, THE COMMONWEALTH OF VIRGINIA, AND THE NATION. IN AN ERA OF SCARCE PUBLIC RESOURCES, THE TRAINING DIVISION’S INTENT WAS TO MAXIMIZE CURRENT FISCAL FUNDING BY ELIMINATING DUPLICATION OF FACILITIES, MATERIALS, SERVICES, AND PLANNING WITH RESPECT TO TRAINING; THUS THE FORMATION OF THE TRAINING ACADEMIES.

THE TRAINING DIVISION WAS FORMED IN 1998, AND IS STAFFED BY FOUR (4) ADMINISTRATIVE PERSONNEL AND SEVERAL SUPPORTING INSTRUCTORS AND STAFF.

TRAINING DIVISION MISSION STATEMENT, GOALS, AND VALUES

“LIVE TO TRAIN....TRAIN TO LIVE”

ALL INSTRUCTORS WILL HAVE AS THEIR PRIMARY RESPONSIBILITY TO SUPPORT AND FURTHER THE FOLLOWING PROGRAM MISSION, GOALS, AND VALUES. TO ACCOMPLISH THIS MISSION, THE TRAINING DIVISION WILL:

- PROVIDE EDUCATION AND TRAINING CURRICULA DESIGNED TO MEET OR EXCEED STATE AND NATIONAL STANDARDS FOR FIRE AND EMS EDUCATION.
- SUPPORT PUBLIC SERVICE AND PRIVATE EMERGENCY SERVICES IN FREDERICK COUNTY AND ITS SURROUNDING COMMUNITIES BY EDUCATING AND TRAINING PERSONNEL INTERESTED IN WORKING AS A PUBLIC SAFETY WORKER.
- FOSTER INTEREST IN EMERGENCY MANAGEMENT AND RESEARCH.

- SUPPORT THE MISSION OF THE VIRGINIA DEPARTMENT OF FIRE PROGRAMS (VDFP), THE VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM), AND THE VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES (VOEMS) IN SAVING THE LIVES AND PROPERTY OF THOSE LIVING, WORKING, AND TRAVELING IN THE COMMONWEALTH OF VIRGINIA.
- ENSURE THAT STUDENTS ARE FAMILIAR WITH CUTTING-EDGE TECHNOLOGY IN EMERGENCY RESPONSE BY MONITORING ADVANCEMENTS IN THE FIELDS OF FIRE AND EMS RESPONSE.
- PREPARE STUDENTS FOR THE CHALLENGES OF THE FIRE AND RESCUE SERVICE AND CHANGES THEY WILL ENCOUNTER DURING THEIR CAREER.

GOALS: TO GRADUATE CERTIFIED STUDENTS WHO ARE WELL-PREPARED, COMPETENT, ENTRY-LEVEL STATE AND NATIONALLY-CERTIFIED PROVIDERS CAPABLE OF PROVIDING EMERGENCY SERVICES TO THE CITIZENS. THE VALUES THAT SUPPORT THE MISSION AND GOALS OF THE TRAINING DIVISION, AND THE FOUNDATION FOR ACHIEVING THESE GOALS INCLUDE:

- PROMOTING THE FIRE AND EMS PROGRAMS AS A PROFESSION THROUGH FACULTY EMULATION AND CULTIVATION OF THE FOLLOWING VALUES; HONESTY, INTEGRITY, COMPETENCE, SELF-EVALUATION, COMPASSION, AND PLACING THE INTEREST OF THOSE THAT SERVED ABOVE THEIR OWN.
- FOSTERING A NURTURING ENVIRONMENT THAT WILL ATTRACT A DIVERSE INSTRUCTOR BODY COMMITTED TO EXCELLENCE WHEN PROVIDING EMERGENCY SERVICES.
- DEVELOPING ON-GOING PROFESSIONAL RELATIONSHIPS BETWEEN THE FIRE AND EMS PROGRAMS AND THE COMMUNITY.
- PROVIDING DEVELOPMENT OPPORTUNITIES AMONG PROFESSIONAL AND PARA-PROFESSIONAL FACULTY MEMBERS IN ORDER TO FACILITATE AND UNDERSTAND, AND RESPECT FOR EACH OTHER’S ROLES, RESPONSIBILITIES, AND CAPABILITIES.
- SERVE AS A PROFESSIONAL RESOURCE ADVANCING EMERGENCY SERVICES THROUGH CURRICULUM DEVELOPMENT, RESEARCH, AND COMMUNITY PROJECTS.

CURRICULUM

ALL CURRICULUM IS DEVELOPED AND DELIVERED BASED UPON INSTRUCTIONAL INFORMATION PROVIDED THE APPROPRIATE EDUCATIONAL GOVERNING BODY.

THE FIREFIGHTER CURRICULUM WILL BE THAT OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 1001, *STANDARD FOR FIREFIGHTER PROFESSIONAL QUALIFICATIONS*, 2013 EDITION. THE BASIC AND ADVANCED LIFE SUPPORT CURRICULUM WILL BE THAT OF THE NATIONAL EMERGENCY MEDICAL SERVICES EDUCATION STANDARDS DEVELOPED BY THE UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT), AND THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (NHTSA). THESE STANDARDS ARE THE BASIS FOR THE KNOWLEDGE, SKILLS, ABILITIES, AND ATTITUDES DELIVERED THROUGH A VARIETY OF EDUCATION AND TRAINING METHODS, CONSISTENT WITH THE FIRE AND EMS EDUCATION AGENDAS FOR THE FUTURE.

EMS PROGRAM ACCREDITATION

THE BASIC AND ADVANCED EMS ACADEMY COURSES ARE ACCREDITED BY THE VIRGINIA DEPARTMENT OF HEALTH, OFFICE OF EMERGENCY MEDICAL SERVICES ([HTTP://WWW.VDH.VIRGINIA.GOV/OEMS](http://www.vdh.virginia.gov/oems)) UPON THE RECOMMENDATION OF DIVISION OF EDUCATIONAL DEVELOPMENT, VIRGINIA OFFICE OF EMS, 1041 TECHNOLOGY PARK DRIVE, GLEN ALLEN, VIRGINIA 23059-4500 – 804-888-9100, [WWW.VDH.VIRGINIA.GOV/OEMS](http://www.vdh.virginia.gov/oems).

AUTHORITY TO OFFER EDUCATION

IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE NFPA, THE FIREFIGHTER PROGRAM OF THE TRAINING DIVISION DERIVES ITS AUTHORITY TO CONDUCT FIREFIGHTER COURSES, WHICH CAN LEAD TO STATE AND NATIONAL CERTIFICATIONS AS FIREFIGHTER I AND II THROUGH THE VIRGINIA DEPARTMENT OF FIRE PROGRAMS.

IN ACCORDANCE WITH THE VIRGINIA EMERGENCY MEDICAL SERVICES RULES AND REGULATIONS, THE EMS PROGRAMS OF THE TRAINING DIVISION DERIVES ITS AUTHORITY TO CONDUCT PREHOSPITAL BASIC AND ADVANCED LIFE SUPPORT COURSES, WHICH CAN LEAD TO BOTH STATE

AND NATIONAL CERTIFICATIONS AS PREHOSPITAL PROVIDERS, THROUGH THE VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES AND THE NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS.

FIREFIGHTER REQUIREMENTS AND RESPONSIBILITIES

INFORMATION ON REQUIREMENTS FOR ENTRY-LEVEL FIREFIGHTER CERTIFICATION AND OTHER FIRE-RELATED COURSES CAN BE FOUND ONLINE AT:

[HTTP://VAFIRE.COM/TRAINING/BECOME_A_FIREFIGHTER.HTM](http://vafire.com/training/become_a_firefighter.htm)

EMS SCOPE OF PRACTICE

THE SCOPE OF PRACTICE FOR BOTH BASIC AND ADVANCED LIFE SUPPORT PREHOSPITAL PROVIDERS IS FOUND IN THE VIRGINIA EMERGENCY MEDICAL SERVICES RULES AND REGULATIONS DOCUMENT, WHICH CAN BE FOUND ONLINE AT:

[HTTP://WWW.VDH.VIRGINIA.GOV/OEMS/FILES_PAGE/REGULATION/2012EMSREGULATIONS.PDF](http://www.vdh.virginia.gov/OEMS/FILES_PAGE/REGULATION/2012EMSREGULATIONS.PDF).

TRAINING DIVISION PROGRAM FACULTY AND STAFF DIRECTORY

DEPUTY CHIEF, TRAINING DIVISION

RICKY A. CATLETT, AEMT FIREFIGHTER PROGRAM DIRECTOR	504-6450	RCATLETT@FCVA.US
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JOEL T. GRANT, MD EMS PROGRAM MEDICAL DIRECTOR	868-4100	DRJOEL2001@VERIZON.NET
PRESTON D. (DEAN) GRUBBS, NRP EMS PROGRAM CLINICAL EDUCATION ADVISOR	665-6388	PGRUBBS@FCVA.US
REBECCA L. MEYLE TRAINING DIVISION SECRETARY	504-6907	RMEYLE@FCVA.US

TRAINING DIVISION PROGRAMS LINE OF AUTHORITY

THE TRAINING DIVISION PROGRAMS LINE OF AUTHORITY AND MANNING TABLE CAN BE FOUND IN APPENDIX A OF THIS MANUAL.

COMMUNICATIONS WITH FACULTY AND STAFF

TRAINING DIVISION STAFF MEMBERS MAY BE CONTACTED BY:

1. USE EMAIL ADDRESSES LISTED AS PRIMARY MEANS OF CONTACT SINCE MOST FACULTY MEMBERS MAY BE OUT OF THEIR OFFICES DURING DAYTIME OR NORMAL BUSINESS HOURS.
2. CALLING THE PHONE NUMBER LISTED AND SPEAKING DIRECTLY TO THE STAFF MEMBER, OR LEAVING A DETAILED VOICE MAIL.

CLASSROOM TELEPHONES

TELEPHONES ARE LOCATED IN THE KITCHEN AREA OF THE CLASSROOM AND IN VARIOUS OFFICES WITHIN THE FIRE AND RESCUE DEPARTMENT, EMERGENCY OPERATIONS CENTER (EOC), AND BREAK ROOMS. INSTRUCTORS ARE PERMITTED TO USE A TELEPHONE AS LONG AS IT DOES NOT INTERFERE WITH CLASSROOM OR PRACTICAL SKILLS INSTRUCTION.

INTERNET RESOURCES

SOCIAL MEDIA

STAFF IS ENCOURAGED TO FOLLOW THE DEPARTMENT'S FACEBOOK AND TWITTER ACCOUNTS TO RECEIVE DEPARTMENTAL UPDATES AND EMERGENCY COMMUNICATIONS.



FREDERICK COUNTY FIRE AND RESCUE



FCFIRERESCUE

INSTRUCTOR EMAIL

ALL INSTRUCTORS ASSISTING WITH THE INSTRUCTION OF ANY TRAINING DIVISION PROGRAM WILL BE REQUIRED TO OBTAIN AND MAINTAIN A WORKING EMAIL ACCOUNT THROUGHOUT THEIR INVOLVEMENT OF A COURSE. INSTRUCTORS ARE RESPONSIBLE FOR NOTIFYING THE RESPECTIVE FIRE OR EMS PROGRAM DIRECTOR ANYTIME THEIR EMAIL ADDRESSES CHANGE. FREE EMAIL ACCOUNTS CAN BE CREATED USING GMAIL, OUTLOOK, AND YAHOO! MAIL SERVICES.

AS THIS IS A PRIMARY MEANS OF COMMUNICATIONS WITH TRAINING DIVISION STAFF, INSTRUCTORS MUST CHECK THEIR EMAIL ACCOUNTS AT LEAST ONCE A DAY FOR IMPORTANT INFORMATION AND ANNOUNCEMENTS.

TEACH.FCFRD.COM (ONEDRIVE CLOUD STORAGE SITE)

ACADEMY INSTRUCTORS CAN USE THE DEPARTMENT'S ONLINE STORAGE SITE IN ORDER TO ACCESS POWERPOINTS, LESSON PLANS AND PRACTICAL ASSIGNMENTS.

LEARNING MANAGEMENT SYSTEM (LMS) / ONLINE GRADEBOOK

ACADEMY INSTRUCTORS CAN BE ISSUED ACCESS TO THE DEPARTMENT'S LEARNING SYSTEM IN ORDER TO ACCESS FILES AND ASSIGNMENTS FOR ACADEMY COURSES. INSTRUCTORS MAY BE ASSIGNED TO ASSIST WITH ASSIGNMENT CREATION, INCLUDING HOMEWORK, QUIZZES AND TESTS. INSTRUCTORS SHALL KEEP ALL ACCESS INFORMATION PRIVATE IN ORDER TO MAINTAIN SECURITY.

INCLEMENT WEATHER CLOSINGS AND DELAYS

REGULAR CLASSES AND CLINICAL ROTATIONS WILL BE HELD UNLESS SEVERE WEATHER COULD CAUSE HAZARDOUS TRAFFIC CONDITIONS. IN THE EVENT OF SEVERE WEATHER, INSTRUCTORS WILL BE NOTIFIED VIA EMAIL, THE DEPARTMENT'S SOCIAL MEDIA ACCOUNTS, AND A GENERAL ANNOUNCEMENT FROM EACH JURISDICTION'S EMERGENCY COMMUNICATIONS CENTER THAT HAS PARTICIPATING INSTRUCTORS IN CLASSES. CLOSINGS ARE MADE INDEPENDENTLY FROM THOSE OF PUBLIC SCHOOL SYSTEMS SERVED BY EACH ACADEMY AND CLASS, SO INSTRUCTORS SHOULD CHECK THEIR EMAIL AND DEPARTMENT SOCIAL MEDIA FOR UPDATES.

IN THE EVENT OF CLOSURE, INSTRUCTORS ARE NOT REQUIRED TO ATTEND ANY CLASS-SCHEDULED EVENTS FOR THAT DAY AND WILL BE NOTIFIED BY THE COURSE COORDINATOR OF THE RESCHEDULED CLASS SESSION AS SOON AS POSSIBLE. CLOSURES WILL ALSO BE POSTED ON THE DEPARTMENT'S FACEBOOK AND TWITTER ACCOUNTS.

DIVISION FACILITIES AND LEARNING RESOURCES

THE TRAINING DIVISION UTILIZES THE CLASSROOM AREA OF THE FREDERICK COUNTY PUBLIC SAFETY BUILDING AS ITS PRIMARY INSTRUCTIONAL SITE. INSTRUCTORS ARE LIMITED TO THE CLASSROOM AREA UNLESS ACCESS IS PREVIOUSLY ESTABLISHED OR ARRANGED BY TRAINING DIVISION STAFF. THE BUILDING AND PARKING AREA OF THE PUBLIC SAFETY BUILDING IS A "NO TOBACCO / VAPOR PRODUCTS / SMOKING" ENVIRONMENT. INSTRUCTORS ARE PERMITTED TO USE

OF/ SMOKING OF TOBACCO OR VAPOR PRODUCTS ONLY ON THE SIDEWALK AREAS OF COVERSTONE DRIVE.

REGIONAL TRAINING CENTERS MAINTAINED BY THE CITY OF WINCHESTER, AND THE COUNTIES OF SHENANDOAH, LOUDOUN, AND PRINCE WILLIAM, ARE USED BY THE TRAINING DIVISION TO CONDUCT PRACTICAL EXERCISES. AS WE ARE CONSIDERED "GUESTS" OF THE CONTROLLING JURISDICTIONS, ALL CLASSROOM RULES AND REGULATIONS WILL BE FOLLOWED BY INSTRUCTORS WHILE TRAINING IS CONDUCTED. USE OF / SMOKING OF TOBACCO OR VAPOR PRODUCTS IS NOT PERMITTED ON ANY TRAINING GROUNDS OR ITS SURROUNDING PROPERTIES.

INSTRUCTORS WHO DISOBEY ANY RULES OR REGULATIONS WHILE AT THE PUBLIC SAFETY BUILDING OR A TRAINING FACILITY WILL BE FIRST WARNED OF THE IMPROPER ACTIVITY BY A TRAINING DIVISION OFFICER. ANY FUTURE WARNING COULD RESULT IN A WRITTEN REPRIMAND THAT COULD INCLUDE THE STAFF MEMBER BECOMING EXCLUDED FROM FURTHER CLASS INSTRUCTION/ PRECEPTING OPPORTUNITIES.

TEXTBOOKS AND NOTEBOOKS / TABLETS

REQUIRED TEXTBOOKS / TABLETS AND NOTEBOOKS FOR EACH COURSE WILL BE AVAILABLE FOR REVIEW EITHER IN PAPER OR ELECTRONIC FORM. INSTRUCTORS ARE REQUIRED TO REVIEW THESE MATERIALS AND CLASSROOM INSTRUCTIONAL MATERIALS PRIOR TO THE DAY OF CLASSROOM INSTRUCTION OR CLINICAL ROTATION. INSTRUCTORS ARE ENCOURAGED TO TAKE NOTES OR HIGHLIGHT INFORMATION IN THE TEXTBOOK TO ASSIST WITH INSTRUCTION. ALL MATERIALS ARE MAINTAINED ON THE TRAINING DIVISION'S ONEDRIVE "CLOUD" SITE @ [TEACH.FCFRD.COM](https://teach.fcfrd.com).

USE OF COUNTY WI-FI INTERNET ACCESS SHALL BE AUTHORIZED AND CONTROLLED BY THE FREDERICK COUNTY INTERNET USAGE POLICY. INSTRUCTORS WHO DISOBEY THESE RULES WILL BE FIRST WARNED OF THE IMPROPER ACTIVITY BY A TRAINING DIVISION OFFICER. ANY FUTURE WARNING COULD RESULT IN A WRITTEN REPRIMAND THAT COULD INCLUDE THE STAFF MEMBER BECOMING EXCLUDED FROM FURTHER CLASS INSTRUCTION/ PRECEPTING OPPORTUNITIES.

SECTION 2 - INSTRUCTOR RESPONSIBILITIES

THERE ARE SPECIFIC REQUIREMENTS THAT MUST BE COMPLETED BASED UPON EACH TRAINING DIVISION PROGRAM. IT IS THE RESPONSIBILITY OF EACH INSTRUCTOR TO ENSURE THAT THE FOLLOWING REQUIREMENTS ARE MET IN ORDER TO BE ALLOWED TO ASSIST WITH A FIRE OR EMS INSTRUCTIONAL PROGRAM.

BASIC CARDIAC LIFE SUPPORT (BCLS) / CARDIOPULMONARY RESUSCITATION (CPR)

ALL INSTRUCTORS ARE REQUIRED TO SUBMIT A COPY OF A CURRENT CPR CARD THAT MEETS THE REQUIREMENTS OF THE VIRGINIA DEPARTMENT OF FIRE PROGRAMS (VDFP) AND VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES (VOEMS). INSTRUCTORS WHO DO NOT HAVE A VALID CARD PRIOR TO THE FIRST DAY OF ACTUAL PROGRAM INSTRUCTION WILL NOT BE PERMITTED TO ASSIST WITH THE CLASS AND MAY BE REMOVED FROM INSTRUCTOR CADRE LIST.

THE FOLLOWING COURSES ARE ACCEPTED BY VDFP AND VOEMS TO MEET THE CPR REQUIREMENTS FOR CERTIFICATION:

- AMERICAN HEART ASSOCIATION – BASIC CARDIAC LIFE SUPPORT “HEALTHCARE PROVIDER”
- AMERICAN RED CROSS – “CPR/AED FOR THE PROFESSIONAL RESCUER AND HEALTHCARE PROVIDER” OR “CPR/AED FOR LIFEGUARDS”
- AMERICAN SAFETY AND HEALTH INSTITUTE – “CPR-PRO”
- EMERGENCY CARE AND SAFETY INSTITUTE – “PROFESSIONAL RESCUE / HEALTHCARE PROVIDER CPR AND AED”
- EMS SAFETY SERVICES, INC. – “CPR/AED FOR PROFESSIONAL RESCUERS”
- MILITARY TRAINING NETWORK – “HEALTHCARE PROVIDER”
- NATIONAL SAFETY COUNCIL – “HEALTHCARE AND PROFESSIONAL RESCUER”
- PROCPR – “HEALTHCARE PROVIDER”

INSTRUCTOR CREDENTIALS

ALL INSTRUCTORS ARE REQUIRED TO SUBMIT A COPY OF CURRENT INSTRUCTOR CERTIFICATIONS THAT MEET THE REQUIREMENTS NECESSARY FOR ASSISTING WITH ANY FIRE AND / OR EMS PROGRAM. THESE CERTIFICATIONS WILL BE MAINTAINED BY THE INSTRUCTOR WHILE ASSISTING WITH A PROGRAM AND ANY INSTRUCTOR UPDATE NECESSARY FOR CERTIFICATION WILL BE COMPLETED BY THE INSTRUCTOR BEFORE BEING SELECTED TO ASSIST WITH PROGRAM INSTRUCTION.

IF AN INSTRUCTOR PROVIDES STUDENTS WITH INFORMATION THAT IS CONTRADICTED TO TEXTBOOK OR COURSE OUTLINES, THE PROGRAM DIRECTOR FOR THE COURSE SHALL CONTACT THE INSTRUCTOR OF THE INACCURACY AND REQUIRE IMMEDIATE CORRECTION TO BE PROVIDED TO THE STUDENTS OF THE COURSE. CONTINUAL INSTANCES OF INACCURATE INSTRUCTION PROVIDED BY AN INSTRUCTOR MAY RESULT IN THE INSTRUCTOR BEING REMOVED FROM THE INSTRUCTOR CADRE LIST.

PROVIDER AFFILIATION

INSTRUCTORS ASSISTING WITH A FIRE OR EMS EDUCATIONAL PROGRAM ARE NOT REQUIRED TO BE ACTIVE MEMBERS OF A FIRE AND RESCUE ORGANIZATION.

IF AN INSTRUCTOR DOES NOT HAVE AN AFFILIATION WITH A FIRE AND/OR RESCUE ORGANIZATION, THE INSTRUCTOR IS REQUIRED TO SUPPLY THEIR OWN MEDICAL AND LIABILITY INSURANCE, COVERING INJURIES AND ACCIDENTS THAT COULD OCCUR WHILE TRAINING. FOR FIRE PROGRAM INSTRUCTORS, ACCEPTABLE STRUCTURAL FIREFIGHTING CLOTHING MUST BE SUPPLIED BY THEIR VOLUNTEER COMPANY OR THEIR WORKPLACE, OTHERWISE THE INSTRUCTOR WILL NOT BE PERMITTED TO ASSIST WITH ANY PRACTICAL EXERCISE WHERE SUCH EQUIPMENT IS REQUIRED.

CRIMINAL BACKGROUND INVESTIGATION AND DRUG TESTING

INSTRUCTORS ASSISTING WITH ANY PROGRAM ARE SUBJECT TO CRIMINAL BACKGROUND INVESTIGATIONS AND DRUG TESTING; BOTH ARE CONDUCTED BY INDEPENDENT CONTRACTORS. IF REQUIRED, THE CRIMINAL BACKGROUND INVESTIGATION AND DRUG TESTING MUST BE COMPLETED BY THE DATE SET BY THE FIRE OR EMS PROGRAM DIRECTOR. INSTRUCTORS WHO DO NOT COMPLETE THESE REQUIREMENTS BY THE PUBLISHED DEADLINE WILL NOT BE PERMITTED TO ASSIST WITH INSTRUCTION.

INSTRUCTORS ARE ADVISED THAT ANY ADVERSE REPORT FROM EITHER THE BACKGROUND INVESTIGATION OR DRUG TESTING WILL AUTOMATICALLY DISQUALIFY THEM FROM PARTICIPATING IN ANY AND ALL INSTRUCTION. . **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

THE VENDOR USED FOR CRIMINAL BACKGROUND INVESTIGATIONS WILL CONDUCT THE REQUIRED SEARCHES AND COMPARE FINDINGS AGAINST THE FOLLOWING CRITERIA:

- ADULT OR CHILD SEXUAL OFFENSES
- ADULT, CHILD, OR ELDER ABUSE / NEGLECT
- ASSAULT AND/OR BATTERY
- FRAUD
- NARCOTICS OR OTHER DRUGS, INCLUDING PRESCRIPTION DRUGS
- FELONIES OF ANY TYPE

CERTIFICATION REQUIREMENTS

INSTRUCTORS ASSISTING IN A TRAINING PROGRAM ARE RESPONSIBLE FOR KNOWING THE REQUIREMENTS FOR ELIGIBILITY TO TAKE STATE AND/OR NATIONAL CERTIFICATION EXAMINATIONS. INFORMATION REGARDING SUCCESSFUL COURSE / PROGRAM REQUIREMENTS MAY BE FOUND IN THIS DOCUMENT, AS WELL AS INDIVIDUAL COURSE SYLLABI. ADDITIONAL REQUIREMENTS FOR STATE AND/OR NATIONAL CERTIFICATION CAN BE FOUND ON THE FOLLOWING WEBSITES:

STATE AGENCIES:

FIRE PROGRAMS – WWW.VAFIRE.COM

EMS PROGRAMS – WWW.VDH.VIRGINIA.GOV/OEMS

NATIONAL ORGANIZATIONS:

FIRE (PROBOARD) – WWW.THEPROBOARD.COM

FIRE (IFSAC) – WWW.IFSAC.ORG

EMS (NATIONAL REGISTRY) – WWW.NREMT.ORG.

HEALTH AND IMMUNIZATIONS

WHILE ALL INSTRUCTORS ARE EXPECTED OR RECOMMENDED TO BE PROPERLY VACCINATED AGAINST CHILDHOOD AND OTHER VARIOUS DISEASES, IT IS CURRENTLY NOT A REQUIREMENT OF THE TRAINING DIVISION THAT ALL INSTRUCTORS BE CURRENTLY VACCINATED.

CREATING A POSITIVE LEARNING ENVIRONMENT

IT IS IMPORTANT FOR INSTRUCTORS TO ESTABLISH AND MAINTAIN A POSITIVE LEARNING ENVIRONMENT. THIS CAN BE ACCOMPLISHED IN SEVERAL WAYS:

- INSTRUCT IN THE POSITIVE. THIS ALLOWS STUDENTS TO LEARN AND RESPOND TO DIRECTIONS MORE QUICKLY AND EASILY. TELL THE STUDENT WHAT YOU WANT THEM TO DO, NOT WHAT YOU DO NOT WANT THEM TO DO. THIS WILL BE DIFFICULT IN THE BEGINNING AND WILL TAKE PRACTICE. HOWEVER, THE RESULTS WILL BE REWARDING. POSITIVE INSTRUCTION IS NURTURING; NEGATIVE INSTRUCTION IS CONTROLLING.

- COUNSEL IN THE POSITIVE. IN DISCUSSION WITH THE STUDENTS, TELL THEM:
 - WHAT WENT WELL
 - WHAT NEEDS REVISION
 - HOW TO FIX THE SKILL OR BEHAVIOR
 - BE AN ADVOCATE FOR YOUR STUDENT
 - BE THE INTERMEDIARY BETWEEN STUDENTS.
 - PRAISE IN PUBLIC, CRITIQUE IN PRIVATE
 - MAINTAIN CONFIDENTIALITY FOR ALL INSTRUCTORS.

KEEP IN MIND YOUR BEHAVIORS HAVE A SIGNIFICANT IMPACT ON THE BEHAVIOR AND ATTITUDE OF THE STUDENT. FOR EXAMPLE, YOUR SILENCE AND DISTANCE ARE PERCEIVED BY THE STUDENT AS AN INDICATION THEY HAVE DONE SOMETHING WRONG. ALWAYS BE HONEST WITH THEM. IF YOU ARE UPSET WITH THE STUDENT AND NEED TIME TO REFLECT, TELL THEM. IF YOU ARE ANGRY ABOUT SOMETHING ELSE AND NEED TIME TO CALM DOWN., TELL THEM THAT.

PROGRAM COMPLETION, AWARDS, AND GRADUATION CEREMONY

GRADUATION IS HELD AT THE END OF THE ACADEMIES. INSTRUCTORS ARE ENCOURAGED TO ATTEND THIS CEREMONY IN RECOGNITION OF ASSISTING WITH COURSE OF STUDY, AND TO CELEBRATE INSTRUCTOR, STAFF AND CLASS ACHIEVEMENTS.

DRESS CODE:

- DEPARTMENTAL "CLASS B" DRESS SHIRT ("CLASS A" BLOUSE IF OWNED), BLACK OR BLUE PANTS, DARK SHOES.
- IF NOT AFFILIATED WITH A DEPARTMENT, APPROPRIATE CASUAL CLOTHING IS ACCEPTABLE.

DURING THE CEREMONY, AWARDS WILL BE PRESENTED TO THE FOLLOWING INDIVIDUALS:

TOP ACADEMIC ACHIEVEMENT – STUDENT WITH HIGHEST GRADE POINT AVERAGE (GPA) FOR EACH PROGRAM.

TOP RECRUIT AWARD – STUDENT SELECTED BY THEIR CLASSMATES FOR EACH PROGRAM WHO IS THE BEST REPRESENTATIVE OF THE CERTIFICATION PROGRAM, JUDGED BY THEIR PARTICIPATION IN THE PROGRAM, WILLINGNESS TO LEARN AND HELP OTHERS.

ZACHARY T. WHITACRE TOP PERFORMANCE AWARD – SPECIAL AWARD GIVEN TO A GRADUATING STUDENT THAT IS SELECTED BY THE TRAINING DIVISION STAFF AND FACULTY WHO BEST EXEMPLIFIES THE NATURE OF A DEDICATED RESPONDER. IT IS AN AWARD THAT IS GIVEN IN MEMORY OF FIREFIGHTER ZACHARY T. WHITACRE WHO DIED IN THE LINE OF DUTY ON FEBRUARY 13, 2012.

DRESS CODE AND UNIFORMS

INSTRUCTORS ARE REMINDED THAT ONE OF THE MANY PRIORITIES OF EMERGENCY SERVICES IS THE PROFESSIONAL PRESENTATION THAT ONE MAKES UPON ENTERING THE SCENE OF AN EMERGENCY OR IN TAKING PART IN PUBLIC ACTIVITIES OF THEIR DEPARTMENT. THEREFORE, INSTRUCTORS SHALL WEAR DEPARTMENT-ISSUED POLO SHIRT, T-SHIRT AND/OR JOB-SHIRT/ SWEATSHIRT WHEN INSTRUCTING. INSTRUCTORS WILL ALSO BE REQUIRED TO WEAR NAVY PANTS (JEANS ARE NOT PERMITTED) AND BLACK "STEEL-TOED" SHOES / SNEAKERS. SHORTS ARE NOT PERMITTED IN THE TRAINING ENVIRONMENT.

INSTRUCTORS SHOULD ARRIVE TO CLASS SESSIONS ON TIME, WELL-GROOMED, AND SHALL PAY SPECIAL ATTENTION TO THEIR PERSONAL HYGIENE. THE FOLLOWING INFORMATION GENERALIZES THE GROOMING STANDARDS APPLICABLE TO THE TRAINING ENVIRONMENT:

- HAIR SHALL BE ARRANGED IN SUCH A WAY SO IT DOES NOT CREATE ANY PERSONAL SAFETY ISSUE AND DOES NOT INTERFERE WITH WEARING OF PROTECTIVE MASKS AND SAFETY GOGGLES.
- SIDEBURNS SHALL BE KEPT TRIMMED AND NOT EXTEND BEYOND THE LOWEST PART OF THE EARLOBE.
- FACIAL HAIR IS PERMITTED, AS LONG AS:
 - MUSTACHES SHALL BE NEATLY TRIMMED, AND NOT EXTEND MORE THAN ONE INCH (1") BELOW THE CORNERS OF THE MOUTH.
 - **FOR FIRE ACADEMY INSTRUCTORS ONLY:** BEARDS OR GOATEES SHALL NOT BE PERMITTED.
 - **FOR EMS ACADEMY INSTRUCTORS ONLY:** BEARDS OR GOATEES ARE PERMITTED AS LONG AS THEY ARE KEPT NEAT AND NOT MESSY, OR EXTEND TO THE CHEST WHEN THE HEAD IS IN A NEUTRAL POSITION.
- INSTRUCTORS SHOULD WEAR A WATCH WITH A SECOND-HAND (OR DIGITAL READING), BRING A STETHOSCOPE, PEN LIGHT, A SMALL NOTE PAD WITH PEN, AND FISDAP® LOG-ON INFORMATION TO EACH CLINICAL SESSION TO COMPLETE PATIENT ASSESSMENT AND TREATMENT.
- HANDS MUST BE CLEAN AND NAILS TRIMMED NEATLY.
 - ACRYLIC OR OTHER ARTIFICIAL NAILS ARE PROHIBITED. NAILS CANNOT EXTEND MORE THAN 1/4" BEYOND THE FINGERTIPS.
- ONE RING WILL BE PERMITTED ON EACH HAND.
- ONLY TATTOO RINGS OR TATTOOS ON THE LOWER ARM MAY BE UNCOVERED, AS LONG AS THE ARTWORK IS NOT OBSCENE OR PROFANE.
- ALL UPPER ARM TATTOOS MUST BE COVERED AT ALL TIMES.
- NO EXCESSIVE MAKE-UP, PERFUME, COLOGNE OR AFTERSHAVE IS PERMITTED.
- NO EXCESSIVE JEWELRY SHOULD BE WORN.
- NO BODY PIERCINGS/ JEWELRY ALLOWED.
 - ONLY ONE SINGLE-STUD EARRING IN ONE HOLE ONLY.
- NECKLACES SHOULD BE TUCKED INTO THE SHIRT TO PREVENT INJURY AND MINIMIZE INFECTION CONTROL HAZARD IN THE CLINICAL SETTING.
- T-SHIRTS WORN UNDER SWEATSHIRTS/ JOB SHIRTS ARE PERMITTED, ALL OTHER UNDERGARMENTS SHALL NOT BE VISIBLE AT ANY TIME.
- NO BALL CAPS ARE TO BE WORN IN THE FACILITIES.

INSTRUCTORS WHO DO NOT MEET THIS REQUIREMENT SHALL BE ASKED TO LEAVE THE CLASS OR FIELD INTERNSHIP UNTIL THE SITUATION IS CORRECTED.

THE FIRE / EMS PROGRAM DIRECTOR SHALL HAVE THE AUTHORITY TO DETERMINE WHETHER AN INSTRUCTOR'S ATTIRE AND/OR PERSONAL APPEARANCE MEETS THE DESCRIPTION AND THE SPIRIT OF THIS POLICY, AND SHALL BE RESPONSIBLE FOR TAKING NECESSARY ACTION TO CORRECT ANY PROBLEMS SHOULD THEY OCCUR.

CLASSROOM ETIQUETTE

THE TRAINING DIVISION IS REQUIRED TO PROVIDE A SAFE, POSITIVE, AND EFFECTIVE LEARNING ENVIRONMENT. INSTRUCTORS ARE EXPECTED TO CONDUCT THEMSELVES IN A CIVILIZED AND RESPECTFUL MANNER AT ALL TIMES. EACH INSTRUCTOR IS RESPONSIBLE FOR THEIR INDIVIDUAL CONDUCT, AND FOR ASSISTING OTHER INSTRUCTORS IN MAINTAINING THE GOOD ORDER OF THE EDUCATIONAL ENVIRONMENT. THE COURSE INSTRUCTOR AND FIRE / EMS PROGRAM DIRECTOR

MAINTAIN THE AUTHORITY IN THE CLASSROOM TO ENFORCE SUCH DISCIPLINE AS IS NECESSARY TO ACHIEVE THE GOAL OF EDUCATIONAL EXCELLENCE. DISRUPTIVE INSTRUCTORS WHO DO NOT MEET THE STANDARD OF THESE POLICIES WILL BE ASKED TO LEAVE THE CLASS, AND COULD RESULT IN A WRITTEN REPRIMAND THAT COULD INCLUDE THE STAFF MEMBER BECOMING EXCLUDED FROM FURTHER CLASS INSTRUCTION/ PRECEPTING OPPORTUNITIES..

ATTENDANCE, PUNCTUALITY, AND ABSEETISM

ALL INSTRUCTORS ARE REQUIRED TO ARRIVE TO ALL CLASSES WITHIN THIRTY (30) MINUTES OF THE START OF THE CLASS THEY ARE SCHEDULED FOR. WHILE THE TRAINING DIVISION UNDERSTANDS CIRCUMSTANCES ARISE AND THAT AN INSTRUCTOR MAY HAVE TO MISS A SESSION, IT IS SOMEWHAT DIFFICULT TO QUICKLY ARRANGE OTHER INSTRUCTORS FOR INSTRUCTION. IN THE EVENT THAT AN INSTRUCTOR CANNOT ATTEND A CLASS SESSION, THEY MUST CONTACT THE PROGRAM DIRECTOR WITHIN TWELVE (12) HOURS OF THE START OF THE CLASS SESSION. THIS ALLOWS FOR ARRANGEMENTS TO BE MADE WITH OTHER INSTRUCTORS TO TAKE CARE OF THE CLASS, OR IF THE SESSION MUST BE POSTPONED. FAILURE OF THE INSTRUCTOR TO CONTACT THE COURSE'S PROGRAM DIRECTOR WITHIN THE REQUIRED TIMEFRAME COULD RESULT IN A WRITTEN REPRIMAND THAT COULD INCLUDE THE INSTRUCTOR BECOMING EXCLUDED FROM FURTHER CLASS INSTRUCTION OPPORTUNITIES.

CLASS SCHEDULE START/ END TIMES:

WEEKDAY (MONDAY THROUGH FRIDAY) 18:30 – 22:30 HOURS*

WEEKEND (SATURDAY AND SUNDAY) 08:00 – 17:00 HOURS**

* WEEKNIGHT END TIMES SUBJECT TO ADJUSTMENT BASED UPON CLASS SESSION.

**WEEKEND START AND END TIMES SUBJECT TO ADJUSTMENT BASED UPON CLASS SESSION.

ELECTRONIC NOTIFICATION DEVICES

THE USE OF ELECTRONIC NOTIFICATION DEVICES DURING CLASSROOM LECTURE, DISCUSSION, OR PRACTICAL SESSIONS, INCLUDING, BUT NOT LIMITED TO CELLULAR TELEPHONES, PAGERS, PERSONAL DIGITAL ASSISTANTS (PDA'S) AND SO FORTH DISRUPT THE GOOD ORDER OF THE CLASSROOM, AND DISTURB BOTH THE STUDENTS AND OTHER INSTRUCTORS. TEXTING, TWITTERING, BLOGGING, AND ANY SIMILAR ACTIVITIES IS STRICTLY PROHIBITED WHEN CLASS AND PRACTICE IS BEING CONDUCTED. TELEPHONE CALLS SHOULD BE MADE OUTSIDE OF CLASSROOM OR PRACTICAL AREAS SO AS NOT TO DISTURB OTHER STUDENTS AND INSTRUCTORS. TELEPHONE CALLS SHOULD BE MADE ONLY DURING BREAKS, AND BE LIMITED TO THE TEN (10) MINUTES FOR A BREAK. THEREFORE, ALL ELECTRONIC NOTIFICATION DEVICES WILL BE TURNED OFF OR IN "VIBRATE-ONLY" MODE DURING CLASS. EXCEPTIONS TO THIS POLICY WILL BE GRANTED ONLY BY THE LEAD INSTRUCTOR ON A CASE-BY-CASE BASIS. LAPTOP COMPUTERS AND TABLETS MAY BE USED FOR THE SOLE PURPOSE OF NOTE-TAKING, HOWEVER, WEB / NET SURFING AND ONLINE / OFFLINE GAME PLAY WILL NOT BE TOLERATED DURING CLASS. ANY INSTRUCTOR WHO VIOLATES THESE POLICIES MAY BE SUBJECT TO DISCIPLINARY ACTION AT THE DISCRETION OF THE PRIMARY COURSE INSTRUCTOR OR FIRE / EMS PROGRAM DIRECTOR.

AUDIO RECORDING OF CLASSROOM SESSIONS

INSTRUCTORS WHO WISH TO ELECTRONICALLY RECORD THEIR CLASSROOM LECTURE **MUST** NOTIFY THE COURSE'S PROGRAM DIRECTOR OF THEIR INTENTIONS. UNDER NO CIRCUMSTANCES WILL AUDIO RECORDINGS BE CONVERTED INTO ANY TYPE OF MEDIA INCLUDING POSTING TO SOCIAL MEDIA WEBSITES. VISUAL RECORDINGS OF THE PRESENTATION ARE STRICTLY PROHIBITED.

SOCIAL MEDIA NETWORKING

INSTRUCTORS IN ANY TRAINING DIVISION PROGRAM WILL FOLLOW AND CONFORM TO A STANDARD FOR SOCIAL NETWORKING DURING CLASS. ALL ELECTRONIC, OR ANY OTHER COMMUNICATIONS BY INSTRUCTORS WITH STUDENTS AT ANY TIME SHALL BE PROFESSIONAL, CONSISTENT WITH STANDARDS AND CURRICULUM OF THE TRAINING DIVISION, AND LIMITED TO INFORMATION THAT IS CLASS-RELATED AND NECESSARY FOR BOTH THE INSTRUCTOR AND STUDENT.

THE TRAINING DIVISION IS AWARE THAT UNACCEPTABLE PUBLISHED CONTENT AND/OR INAPPROPRIATE COMMUNICATION BETWEEN PARTIES MAY ADVERSELY AFFECT THE REPUTATION AND CAREER OF INSTRUCTORS AND STUDENTS. TRAINING DIVISION INSTRUCTORS ARE EXPECTED TO BE ROLE MODELS FOR STUDENTS, AND ARE EXPECTED TO BE OF SIMILAR TO THEIR FELLOW INSTRUCTORS. EVERYONE MUST REALIZE THAT ONCE ELECTRONIC COMMUNICATIONS AND INFORMATION IS POSTED OR PUBLISHED ONLINE, A DIGITAL IMPRINT IS CREATED AND IS NEARLY IMPOSSIBLE TO RETRACT. THEREFORE, IT IS THE INTENT OF THE FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT – TRAINING DIVISION TO MAKE ALL EMPLOYEES, INSTRUCTORS AND STUDENTS AWARE OF THE EXPECTATIONS, AND THE PROCEDURES IN REGARD TO THE PROPER USE OF ALL TELECOMMUNICATION DEVICES AND COMPUTERS WHEN COMMUNICATING WITH OTHERS.

IN ALL USE OF PERSONAL SOCIAL NETWORKING SITES, INSTRUCTORS SHOULD:

- MAINTAIN APPROPRIATE PROFESSIONAL BOUNDARIES AND AUTHORITY AS A CLASSROOM INSTRUCTOR;
- PRACTICE ONLINE REPUTATION MANAGEMENT BY CONSIDERING THE PERSONAL, PROFESSIONAL, AND SOCIAL IMPACT OF WHAT YOU POST;
- ESTABLISH APPROPRIATE PRIVACY SETTINGS TO LIMIT ACCESS TO PERSONAL INFORMATION CONTAINED ON YOUR SOCIAL NETWORKING SITE;
- ESTABLISH SOCIAL NETWORKING RELATIONSHIPS WITH CAUTION AND CONSIDER LIMITING ACCESS TO PERSONAL SOCIAL NETWORKING SITES TO THOSE WHO POST INAPPROPRIATE CONTENT;
- RECOGNIZE THAT INDIVIDUALS MAY NOT EXERCISE GOOD JUDGMENT AND MAY USE SOCIAL MEDIA INAPPROPRIATELY;
- AVOID THE APPEARANCE OF IMPROPRIETY;
- REFRAIN FROM POSTING NEGATIVE INFORMATION ABOUT STUDENTS, OTHER INSTRUCTORS, AND DEPARTMENTS / DIVISIONS;
- REFRAIN FROM UPLOADING INAPPROPRIATE CONTENT;
- EXERCISE CAUTION WHEN POSTING LINKS TO OTHER INTERNET OR SOCIAL NETWORKING SITES AND CONSIDER AD-FREE SITES FOR HOSTING VIDEOS TO ELIMINATE INADVERTENT ACCESS TO INAPPROPRIATE ADVERTISEMENTS AND CONTENT.

TRAINING DIVISION ADMINISTRATION PERIODICALLY SEARCHES THE INTERNET FOR BREACHES IN ITS SOCIAL NETWORKING AND PRIVACY POLICIES. THIS REGULATION IS NOT INTENDED TO LIMIT THE PROPER USE OF TECHNOLOGY AS AN EFFECTIVE TEACHING TOOL. EVERYONE IS EXPECTED TO USE TECHNOLOGY AND WEB-BASED RESOURCES TO SUPPORT LEARNING AND ENHANCE INSTRUCTION. THE USE OF TECHNOLOGY RESOURCES FOR INSTRUCTIONAL PURPOSES MAY REQUIRE ONLINE COLLABORATION BETWEEN INSTRUCTORS AND/OR THE STUDENTS. ALL WEB-BASED RESOURCES AND COMMUNICATION TOOLS MUST BE USED IN A SAFE AND RESPONSIBLE MANNER.

ANYONE WHO HAS A REASON TO SUSPECT THAT INAPPROPRIATE COMMUNICATION IS OCCURRING BETWEEN AN INSTRUCTOR AND STUDENT, OR AN INSTRUCTOR AND ANOTHER INSTRUCTOR SHALL REPORT THE MATTER IMMEDIATELY TO THEIR FIRE OR EMS PROGRAM DIRECTOR, OR THE TRAINING DIVISION DEPUTY CHIEF.

SEXUAL ASSAULT AND HARASSMENT POLICY, BEHAVIORS RESULTING IN DISMISSAL FROM PROGRAMS

NO INSTRUCTORS SHALL ENGAGE OR ATTEMPT TO ENGAGE IN ANY FORM OF VIOLENCE DIRECTED TOWARDS ANOTHER PERSON, GROUP, OR SELF. NO INSTRUCTOR SHALL THREATEN ANYONE ELSE WITH PHYSICAL HARM, DIRECT OBSCENITIES TOWARDS THEM, OR ENGAGE IN ANY ACTIVITY THAT COULD BE REASONABLY ANTICIPATED TO PROVOKE A VIOLENT REACTION FROM THAT INDIVIDUAL.

BEHAVIORS THAT PRESENT A THREAT OR A POTENTIAL DANGER TO A TRAINING PROGRAM ARE DEFINED AS, BUT NOT LIMITED TO:

THREATENING BEHAVIOR (INCLUDING BUT NOT LIMITED TO):

- PHYSICAL ACTIONS SHORT OF ACTUAL CONTACT / INJURY (I.E., MOVING CLOSER AGGRESSIVELY, WAVING ARMS OR FISTS, RAISING TONE OF VOICE, OR YELLING IN AN AGGRESSIVE OR THREATENING MANNER).
- ORAL OR WRITTEN THREATS TO HARM PEOPLE OR THEIR PROPERTY (I.E., “YOU BETTER WATCH YOUR BACK” OR “I’LL GET YOU”), INCLUDING THE USE OF ANY ELECTRONIC MEANS OF COMMUNICATION.
- IMPLICIT THREATS (I.E. “YOU’LL BE SORRY” OR “THIS ISN’T OVER YET”).

VIOLENT BEHAVIOR (INCLUDING BUT NOT LIMITED TO):

- INTENTIONALLY ACTING IN A MANNER THAT IN ANY WAY ENDANGERS THE SAFETY OF OTHERS.
- ANY PHYSICAL ASSAULT, WITH OR WITHOUT WEAPONS.
- BEHAVIOR THAT A REASONABLE PERSON WOULD INTERPRET AS BEING PHYSICALLY AGGRESSIVE (I.E. DESTRUCTION OF PROPERTY, POUNDING ON A DESK OR DOOR, OR THROWING OBJECTS IN A THREATENING MANNER).
- SPECIFIC THREATS TO INFLICT HARM (E.G. A THREAT TO SHOOT A NAMED INDIVIDUAL).
- USE OF ANY OBJECT TO ATTACK OR INTIMIDATE ANOTHER PERSON.
- INTERFERING WITH AN INDIVIDUAL’S LEGAL RIGHTS OF MOVEMENT OR EXPRESSION.

INTIMIDATING BEHAVIOR (INCLUDING BUT NOT LIMITED TO):

- INTIMIDATION OF ANY KIND THAT RESULTS IN AN INDIVIDUAL’S FEAR FOR HIS / HER PERSONAL SAFETY.
- ENGAGING IN STALKING BEHAVIOR.
- BEHAVIOR THAT IS REASONABLY PERCEIVED TO BE FRIGHTENING, COERCING, OR INDUCING DISTRESS TO ANY MEMBER OF THE TRAINING PROGRAM.

DISRUPTIVE BEHAVIOR (INCLUDING BUT NOT LIMITED TO):

- VERBALLY INTIMIDATING, THREATENING, OR ABUSING ANY PERSON OR PERSONS IN THE TRAINING PROGRAM ENVIRONMENT.
- PHYSICALLY INTIMIDATING, THREATENING, ABUSING, OR ASSAULTING OTHERS.
- DISORDERLY OR ABUSIVE BEHAVIOR THAT INTERFERES WITH THE RIGHTS OF OTHERS OR OBSTRUCTS THE TEACHING OR LEARNING ENVIRONMENT OR BUSINESS OF THE TRAINING DIVISION.
- MAKING INAPPROPRIATE AND INCESSANT DEMANDS FOR TIME AND ATTENTION FROM TRAINING DIVISION PERSONNEL, INSTRUCTORS, OR STUDENTS.
- INAPPROPRIATE USE OF TRAINING DIVISION FACILITIES OR RESOURCES.
- THEFT OR DAMAGE TO TRAINING DIVISION PROPERTY.

VIOLATIONS OF THESE PROHIBITIONS MAY ALSO BE PUNISHABLE BY RELEVANT LAW ENFORCEMENT AUTHORITIES.

WEAPONS

NO INSTRUCTOR SHALL KEEP, USE, POSSESS, DISPLAY, OR CARRY ANY RIFLE, SHOTGUN, HANDGUN, KNIFE, OTHER EDGED WEAPON, OR OTHER LETHAL OR DANGEROUS INSTRUMENT CAPABLE OF MAIMING AND/OR CASTING A PROJECTILE BY AIR, GAS, EXPLOSION, OR MECHANICAL MEANS ON ANY PROPERTY OWNED OR OPERATED BY THE TRAINING DIVISION. THIS VIOLATION EXTENDS TO INCLUDE ANY REALISTIC FACSIMILES OF A WEAPON. THESE CONDITIONS ARE MET IF THE WEAPON IS ON ONE’S PERSON OR NOT CONCEALED IN THEIR VEHICLE. VIOLATIONS OF THESE PROHIBITIONS MAY ALSO BE PUNISHABLE BY RELEVANT LAW ENFORCEMENT AUTHORITIES.

OFF CAMPUS INSTRUCTOR CODE OF CONDUCT

INSTRUCTORS ARE ACCOUNTABLE FOR THEIR CONDUCT REGARDLESS OF WHERE IT TAKES PLACE, ON OR OFF THE TRAINING DIVISION PROPERTY. INSTRUCTORS ARE DISCOURAGED FROM WEARING THEIR DEPARTMENT OR INSTRUCTOR UNIFORMS WHEN OUTSIDE OF CLASS.

BEHAVIOR WHICH REFLECTS BADLY ON THE TRAINING DIVISION, AFFILIATED DEPARTMENTS, OR ITS MISSION INCLUDING, BUT NOT LIMITED TO:

- HIGH-RISK USE OF ALCOHOL
- DRUG USE, VIOLENT ACTIONS
- ANY BEHAVIOR WHICH COMPROMISES HEALTH, SAFETY, AND ACADEMIC SUCCESS.

DISCIPLINARY PROCEDURES

ALL INSTRUCTORS ARE AFFORDED THE RIGHT TO DUE PROCESS FOR ANY VIOLATION.

THIS PROCESS IS DEFINED BELOW:

- A. ANY ACADEMIC OR ADMINISTRATIVE OFFICIAL, FACULTY MEMBER, OR INSTRUCTOR MAY FILE A COMPLAINT AGAINST ANY INSTRUCTOR FOR MISCONDUCT. IN EXTRAORDINARY CIRCUMSTANCES, THE ACCUSED INSTRUCTOR MAY BE INDEFINITELY SUSPENDED PENDING CONSIDERATION OF THE CASE. SUCH SUSPENSION SHALL NOT EXCEED A REASONABLE TIME.
 1. ANY ADMINISTRATOR, TRAINING DIVISION PERSONNEL, INSTRUCTOR, OR STUDENT WISHING TO FILE COMPLAINTS AGAINST A TRAINING DIVISION EMPLOYEE MUST FOLLOW A SEPARATE PROTOCOL AS OUTLINED IN THE FREDERICK COUNTY'S HUMAN RESOURCE POLICY MANUAL.
- B. WHEN THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE) RECEIVES INFORMATION THAT A INSTRUCTOR HAS ALLEGEDLY VIOLATED A RULE, REGULATION, POLICY, OR PROCEDURE, THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE) SHALL INVESTIGATE THE ALLEGED VIOLATION. AFTER COMPLETING THE PRELIMINARY INVESTIGATION, THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE) MAY:
 - I. DISMISS THE ALLEGATION AS UNFOUNDED OR
 - II. DETERMINE IF THE SEVERITY AND NATURE OF THE PROBLEM NECESSITATES A INSTRUCTOR CONFERENCE.

IF A CONFERENCE IS DEEMED NECESSARY, THE INSTRUCTOR WILL MEET WITH THE FIRE / EMS PROGRAM DIRECTOR TO REMEDIATE THE SITUATION. THE FIRE / EMS PROGRAM DIRECTOR WILL INFORM THE INSTRUCTOR OF THE ALLEGED VIOLATION OF THE INSTRUCTOR CODE OF CONDUCT.
- C. THE DEPUTY CHIEF OF THE TRAINING DIVISION AND/OR THE FIRE / EMS PROGRAM DIRECTOR MAY TAKE IMMEDIATE INTERIM DISCIPLINARY ACTIONS, SUSPEND THE RIGHT OF THE INSTRUCTOR TO BE PRESENT ON TRAINING DIVISION PROPERTY AND TO ATTEND CLASSES, OR OTHERWISE ALTER THE STATUS OF A INSTRUCTOR FOR VIOLATION OF RULES, REGULATIONS, POLICIES, OR PROCEDURES WHEN THE INSTRUCTOR IS A CLEAR OR PRESENT DANGER TO HIMSELF / HERSELF OR OTHERS, OR IF SUCH ACTION IS IN THE BEST INTEREST OF THE TRAINING DIVISION. THE TRAINING DIVISION RESERVES THE RIGHT AT ALL TIMES TO TAKE SUCH PROMPT ACTION AS MAY BE NEEDED TO PRESERVE THE PEACE, INTEGRITY, AND SAFETY OF THE EDUCATIONAL PROCESS AND THE TRAINING ENVIRONMENT.

DISPOSITION OF A VIOLATION

AS A RESULT OF THE INSTRUCTOR CONFERENCE, THE FIRE / EMS PROGRAM DIRECTOR MAY SELECT ONE OF THE FOLLOWING AS A COURSE OF ACTION:

- A. PROCEED ADMINISTRATIVELY IF IT IS DETERMINED THAT FACTS OF THE ALLEGED VIOLATION ARE NOT IN DISPUTE.
- B. PROCEED ADMINISTRATIVELY IF IT IS DETERMINED THAT THE FACTS OF THE ALLEGED VIOLATION ARE IN DISPUTE AND MUST BE FURTHER PROBED BY THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE); OR

- C. REFER THE CASE TO A DISCIPLINARY HEARING BY PREPARING A FORMAL COMPLAINT BASED ON THE ALLEGATION ALONG WITH A LIST OF WITNESSES AND DOCUMENTARY EVIDENCE SUPPORTING THE ALLEGATIONS (SEE "HEARING" SECTION).

WHEN THE FACTS ARE NOT IN DISPUTE, THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE) MAY ADMINISTRATIVELY DISPOSE OF ANY VIOLATION.

- A. IN ADMINISTRATIVELY DISPOSING OF A VIOLATION, THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE) MAY IMPOSE ANY DISCIPLINARY ACTION AUTHORIZED UNDER THE SECTION ENTITLED "SANCTIONS."
- B. IF A INSTRUCTOR ACCEPTS ADMINISTRATIVE DISPOSITION, HE / SHE WILL SIGN A STATEMENT THAT HE / SHE UNDERSTANDS THE NATURE OF THE CHARGES AND THE PENALTY IMPOSED. THE STATEMENT ALSO INCLUDES THE INSTRUCTOR'S ACKNOWLEDGEMENT THAT HE / SHE WAIVES THE RIGHT TO A HEARING AND THE RIGHT TO APPEAL.
- C. THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE) WILL PREPARE A WRITTEN SUMMARY OF EACH ADMINISTRATIVE DISPOSITION OF A VIOLATION AND FORWARD A COPY TO THE INSTRUCTOR AND TO OTHER APPROPRIATE ADMINISTRATIVE PERSONNEL.

IF THE FACTS OF THE ALLEGED VIOLATION ARE IN DISPUTE AND REQUIRE ADDITIONAL PROBING, THE DEPUTY CHIEF OF THE TRAINING DIVISION MAY ELECT TO GATHER ADDITIONAL INFORMATION CONCERNING THE ALLEGATION OR TO ADMINISTRATIVELY DISPOSE OF THE VIOLATION.

- A. IF THE DEPUTY CHIEF ELECTS TO GATHER MORE INFORMATION, FOLLOW-UP WITH THE ACCUSED INSTRUCTOR MUST OCCUR WITHIN TEN (10) CALENDAR DAYS OF THE INSTRUCTOR CONFERENCE.
- B. IF A INSTRUCTOR DISPUTES THE FACTS OF THE CHARGES, BUT ACCEPTS ADMINISTRATIVE DISPOSITION, HE / SHE WILL SIGN A STATEMENT THAT HE / SHE UNDERSTANDS THE NATURE OF THE CHARGES AND THE PENALTY IMPOSED. THE STATEMENT ALSO INCLUDES THE INSTRUCTOR'S ACKNOWLEDGEMENT THAT HE / SHE WAIVES THE RIGHT TO A HEARING AND THE RIGHT TO APPEAL.
- C. THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE) WILL PREPARE A WRITTEN SUMMARY OF EACH ADMINISTRATIVE DISPOSITION OF A VIOLATION AND FORWARD A COPY TO THE INSTRUCTOR AND TO OTHER APPROPRIATE ADMINISTRATIVE PERSONNEL.
- D. A INSTRUCTOR MAY REFUSE ADMINISTRATIVE DISPOSITION OF THE ALLEGED VIOLATION AND ON REFUSAL IS ENTITLED TO A HEARING. IF THIS IS THE CASE, THE STEPS OUTLINED IN THE FOLLOWING SECTION, TITLED "HEARING," WILL BE FOLLOWED.

THE FIRE / EMS PROGRAM DIRECTOR (OR DESIGNEE) MAY REFER THE CASE DIRECTLY TO A DISCIPLINARY HEARING. IF THIS IS THE CASE, THE STEPS OUTLINED IN THE FOLLOWING SECTION, TITLED "HEARING," WILL BE FOLLOWED.

HEARING

ALL APPEALS SHALL BE CONDUCTED IN ACCORDANCE WITH THE GRIEVANCE POLICY AND PROCEDURE SECTION OF THE COUNTY OF FREDERICK'S HUMAN RESOURCE POLICY MANUAL. (SEE APPENDIX D).

WITHDRAWAL FROM INSTRUCTOR CADRE

ANY INSTRUCTOR WHO WITHDRAWS FROM ANY COURSE MUST IMMEDIATELY, VERBALLY OR IN WRITING, NOTIFY THE FIRE / EMS PROGRAM DIRECTOR AS TO THE REASONS FOR WITHDRAWING FROM THE COURSE. FROM THE DATE OF THE CHANGE OF STATUS, THE INSTRUCTOR WILL NOT BE ALLOWED TO ASSIST WITH LECTURE CLASSES OR ATTEND ANY PRACTICAL TRAINING OF THE PROGRAM.

PUBLIC SAFETY AGENCY EMPLOYMENT WHILE ASSISTING WITH A PROGRAM

INSTRUCTORS WHO ARE SCHEDULED FOR WORK AT THEIR PRIMARY SOURCE OF EMPLOYMENT ON A DAY THAT THEY HAVE ALSO SCHEDULED TO ASSIST WITH INSTRUCTION MUST CONTACT THE FIRE OR EMS PROGRAM DIRECTOR WITHIN TWELVE (12) HOURS OF THE START OF THE CLASS SESSION SO

THAT ARRANGEMENTS CAN BE MADE WITH OTHER INSTRUCTORS TO TAKE CARE OF THE CLASS, OR IF THE SESSION MUST BE POSTPONED. FAILURE OF THE INSTRUCTOR TO NOT CONTACT THE COURSE'S PROGRAM DIRECTOR WITHIN THE REQUIRED TIMEFRAME COULD RESULT IN A WRITTEN REPRIMAND THAT COULD INCLUDE THE INSTRUCTOR BECOMING EXCLUDED FROM FURTHER CLASS INSTRUCTION OPPORTUNITIES.

IF AN INSTRUCTOR IS ASSISTING WITH PRACTICAL SESSIONS AND WORKING AT THEIR PRIMARY SOURCE OF EMPLOYMENT DURING THE SESSION, THEY MUST NOTIFY THE CLASS SESSION'S LEAD INSTRUCTOR OF THE SITUATION AND MAKE ARRANGEMENTS WITH THE LEAD INSTRUCTOR SHOULD THEY BE DISPATCHED TO AN INCIDENT DURING THE SESSION.

RETURNING TO THE PROGRAM THROUGH RE-INSTATEMENT

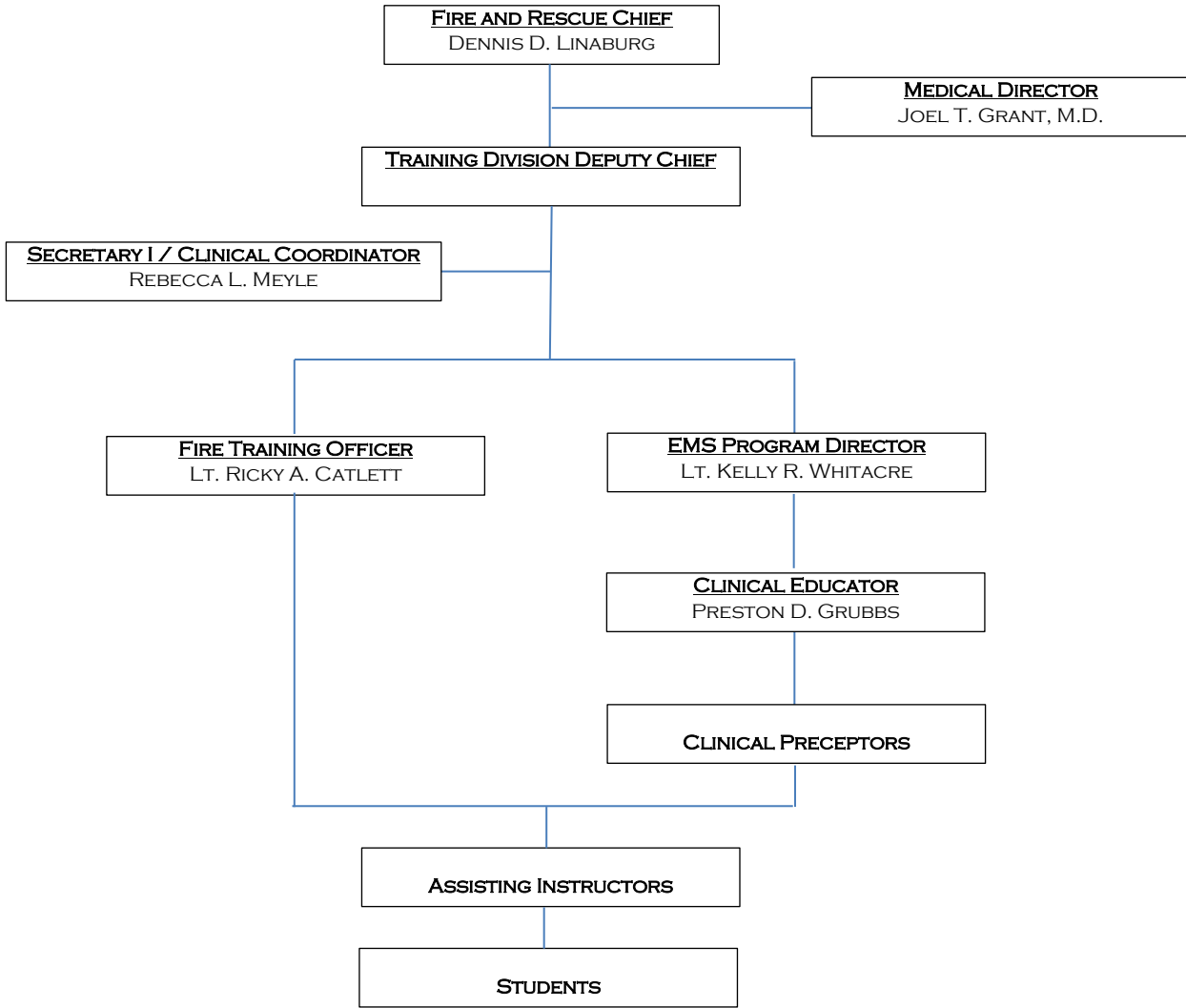
REINSTATEMENT APPLIES TO ANY INSTRUCTOR, IN GOOD ACADEMIC STANDING, WHO WITHDREW OR STOPPED ASSISTING WITH A PROGRAM THAT HAS BEEN ABSENT FOR LESS THAN ONE (1) YEAR. RETURNING INSTRUCTORS IN THIS CATEGORY WILL BE REQUIRED TO OBTAIN THE FIRE / EMS PROGRAM DIRECTOR'S PERMISSION TO ASSIST THE CLASS.

INSTRUCTORS WHO WERE DISMISSED FROM THE PROGRAM FOR REASONS OF ACADEMIC INTEGRITY OR EGREGIOUS VIOLATIONS OF PROGRAM POLICY, LOCAL / STATE, CIVIL OR CRIMINAL LAW, OR REGULATIONS WILL NOT BE CONSIDERED FOR RE-INSTATEMENT.

LETTERS OF VERIFICATION

INSTRUCTORS WHO REQUIRE A LETTER OF VERIFICATION FOR ACADEMIC, EMPLOYMENT, OR MILITARY PURPOSES MUST REQUEST THIS LETTER, IN WRITING, FROM THEIR RESPECTIVE FIRE / EMS PROGRAM DIRECTOR AT LEAST TWO (2) WEEKS BEFORE THE LETTER IS NEEDED. LETTERS OF VERIFICATION WILL NOT BE PROCESSED IN ANY LESS TIME. THE INSTRUCTOR IS RESPONSIBLE FOR FORWARDING THE COMPLETE NAME, TITLE, MAILING ADDRESS, AND THE EXACT PURPOSE OF THE LETTER OF VERIFICATION TO THEIR RESPECTIVE FIRE / EMS PROGRAM DIRECTOR ALONG WITH THE REQUEST.

APPENDIX A - TRAINING DIVISION HIERARCHY



APPENDIX B - AUDIO RECORDING OF CLASS SESSIONS

DATE: _____, 20_____

I, _____ HAVE BEEN GIVEN PERMISSION BY THE FIRE / EMS PROGRAM
(STUDENT NAME)
DIRECTOR TO MAKE AUDIO RECORDINGS OF CLASSROOM SESSIONS. I AFFIRM THAT THE RECORDINGS ARE FOR MY PERSONAL STUDY USE ONLY. RECORDINGS WILL NOT BE SHARED WITH ANY OTHER STUDENTS, OR CONVERTED TO ANY OTHER TYPE OF MEDIA INCLUDING POSTING ON SOCIAL MEDIA WEBSITES.

I AGREE AND UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT BETWEEN THE FIRE PROGRAM DIRECTOR / EMS PROGRAMS DIRECTOR AND MYSELF MAY LEAD TO SANCTIONS OF THE TRAINING DIVISION HONOR CODE AND STUDENT CODE OF CONDUCT. I FURTHER AGREE AND UNDERSTAND VIOLATIONS MAY RESULT IN DISCIPLINARY AND/OR LEGAL ACTION AGAINST ME.

(STUDENT'S PRINTED NAME)

(FIRE / EMS PROGRAM DIRECTOR'S PRINTED NAME)

(STUDENT'S SIGNATURE)

(FIRE / EMS PROGRAM DIRECTOR'S SIGNATURE)

COPY TO:

STUDENT
FIRE / EMS PROGRAM DIRECTOR
MASTER CLASS FILE

PURPOSE: THE FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT RECOGNIZES THAT MANY OF ITS EMPLOYEES / VOLUNTEER PERSONNEL / STUDENTS ARE INVOLVED IN JOB RESPONSIBILITIES THAT MAY PLACE THEM AT RISK FOR DIRECT CONTACT WITH BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIALS. IT IS THE GOAL OF THE FIRE AND RESCUE DEPARTMENT TO STRIVE TO REDUCE EXPOSURE IN THE EMPLOYEE / VOLUNTEER PERSONNEL / STUDENT POPULATION AND THUS REDUCE THE INCIDENCE OF OCCUPATIONAL HEALTH RISK. IT IS ALSO THE GOAL OF THE FIRE AND RESCUE DEPARTMENT TO INSURE THAT THE PATIENTS SERVED ARE OFFERED PROTECTION FROM INFECTION.

STUDENTS INVOLVED IN DIRECT PATIENT CONTACT WILL ADHERE TO THE RECOMMENDED GUIDELINES SET FORTH BY THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND ALL STATE AND FEDERAL HEALTH AGENCIES.

DEFINITIONS:

BLOOD MEANS HUMAN BLOOD, HUMAN BLOOD COMPONENTS, AND PRODUCTS MADE FROM HUMAN BLOOD.

BLOODBORNE PATHOGENS MEANS PATHOGENIC MICROORGANISMS THAT ARE PRESENT IN HUMAN BLOOD AND CAN CAUSE DISEASE IN HUMANS. THESE PATHOGENS INCLUDE, BUT ARE NOT LIMITED TO, HEPATITIS B VIRUS (HBV) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV).

CLINICAL LABORATORY MEANS A WORKPLACE WHERE DIAGNOSTIC OR OTHER SCREENING PROCEDURES ARE PERFORMED ON BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS.

CONTAMINATED MEANS THE PRESENCE OR THE REASONABLY ANTICIPATED PRESENCE OF BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS ON AN ITEM OR SURFACE.

CONTAMINATED LAUNDRY MEANS LAUNDRY WHICH HAS BEEN SOILED WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS OR MAY CONTAIN SHARPS.

CONTAMINATED SHARPS MEANS ANY CONTAMINATED OBJECT THAT CAN PENETRATE THE SKIN INCLUDING, BUT NOT LIMITED TO, NEEDLES, SCALPELS, BROKEN GLASS, BROKEN CAPILLARY TUBES, AND EXPOSED ENDS OF DENTAL WIRES.

DECONTAMINATION MEANS THE USE OF PHYSICAL OR CHEMICAL MEANS TO REMOVE, INACTIVATE, OR DESTROY BLOODBORNE PATHOGENS ON A SURFACE OR ITEM TO THE POINT WHERE THEY ARE NO LONGER CAPABLE OF TRANSMITTING INFECTIOUS PARTICLES AND THE SURFACE OR ITEM IS RENDERED SAFE FOR HANDLING, USE, OR DISPOSAL.

DIRECTOR MEANS THE DIRECTOR OF THE NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH, U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, OR DESIGNATED REPRESENTATIVE.

ENGINEERING CONTROLS MEANS CONTROLS (E.G., SHARPS DISPOSAL CONTAINERS, SELF-SHEATHING NEEDLES, SAFER MEDICAL DEVICES, SUCH AS SHARPS WITH ENGINEERED SHARPS INJURY PROTECTIONS, AND NEEDLELESS SYSTEMS) THAT ISOLATE OR REMOVE THE BLOODBORNE PATHOGENS HAZARD FROM THE WORKPLACE.

EXPOSURE INCIDENT MEANS A SPECIFIC EYE, MOUTH, OTHER MUCOUS MEMBRANE, NON-INTACT SKIN, OR PARENTERAL CONTACT WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS THAT RESULTS FROM THE PERFORMANCE OF AN EMPLOYEE'S DUTIES.

HANDWASHING FACILITIES MEANS A FACILITY PROVIDING AN ADEQUATE SUPPLY OF RUNNING POTABLE WATER, SOAP, AND SINGLE-USE TOWELS OR AIR-DRYING MACHINES.

HBV MEANS HEPATITIS B VIRUS.

HEALTHCARE PROFESSIONAL IS A PERSON WHOSE LEGALLY PERMITTED SCOPE OF PRACTICE ALLOWS HIM OR HER TO INDEPENDENTLY PERFORM THE ACTIVITIES REQUIRED BY PARAGRAPH (F) HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW-UP.

HIV MEANS HUMAN IMMUNODEFICIENCY VIRUS.

NEEDLELESS SYSTEMS MEANS A DEVICE THAT DOES NOT USE NEEDLES FOR:

(1) THE COLLECTION OF BODILY FLUIDS OR WITHDRAWAL OF BODY FLUIDS AFTER INITIAL VENOUS OR ARTERIAL ACCESS IS ESTABLISHED; (2) THE ADMINISTRATION OF MEDICATION OR FLUIDS; OR (3) ANY OTHER PROCEDURE INVOLVING THE POTENTIAL FOR OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS DUE TO PERCUTANEOUS INJURIES FROM CONTAMINATED SHARPS.

OCCUPATIONAL EXPOSURE MEANS REASONABLY ANTICIPATED SKIN, EYE, MUCOUS MEMBRANE, OR PARENTERAL CONTACT WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS THAT MAY RESULT FROM THE PERFORMANCE OF AN EMPLOYEE'S DUTIES.

OTHER POTENTIALLY INFECTIOUS MATERIALS MEANS (1) THE FOLLOWING HUMAN BODY FLUIDS: SEMEN, VAGINAL SECRETIONS, CEREBROSPINAL FLUID, SYNOVIAL FLUID, PLEURAL FLUID, PERICARDIAL FLUID, PERITONEAL FLUID, AMNIOTIC FLUID, SALIVA IN DENTAL PROCEDURES, ANY BODY FLUID THAT IS VISIBLY CONTAMINATED WITH BLOOD, AND ALL BODY FLUIDS IN SITUATIONS WHERE IT IS DIFFICULT OR IMPOSSIBLE TO DIFFERENTIATE BETWEEN BODY FLUIDS; (2) ANY UNFIXED TISSUE OR ORGAN (OTHER THAN INTACT SKIN) FROM A HUMAN (LIVING OR DEAD); AND (3) HIV-CONTAINING CELL OR TISSUE CULTURES, ORGAN CULTURES, AND HIV- OR HBV-CONTAINING CULTURE MEDIUM OR OTHER SOLUTIONS; AND BLOOD, ORGANS, OR OTHER TISSUES FROM EXPERIMENTAL ANIMALS INFECTED WITH HIV OR HBV.

PARENTERAL MEANS PIERCING MUCOUS MEMBRANES OR THE SKIN BARRIER THROUGH SUCH EVENTS AS NEEDLE STICKS, HUMAN BITES, CUTS, AND ABRASIONS.

PERSONAL PROTECTIVE EQUIPMENT IS SPECIALIZED CLOTHING OR EQUIPMENT WORN BY AN EMPLOYEE FOR PROTECTION AGAINST A HAZARD. GENERAL WORK CLOTHES (E.G., UNIFORMS, PANTS, SHIRTS OR BLOUSES) NOT INTENDED TO FUNCTION AS PROTECTION AGAINST A HAZARD IS NOT CONSIDERED TO BE PERSONAL PROTECTIVE EQUIPMENT.

PRODUCTION FACILITY MEANS A FACILITY ENGAGED IN INDUSTRIAL-SCALE, LARGE-VOLUME OR HIGH CONCENTRATION PRODUCTION OF HIV OR HBV.

REGULATED WASTE MEANS LIQUID OR SEMI-LIQUID BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS; CONTAMINATED ITEMS THAT WOULD RELEASE BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS IN A LIQUID OR SEMI-LIQUID STATE IF COMPRESSED; ITEMS THAT ARE CAKED WITH DRIED BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS AND ARE CAPABLE OF RELEASING THESE MATERIALS DURING HANDLING; CONTAMINATED SHARPS; AND PATHOLOGICAL AND MICROBIOLOGICAL WASTES CONTAINING BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS.

RESEARCH LABORATORY MEANS A LABORATORY PRODUCING OR USING RESEARCH-LABORATORY-SCALE AMOUNTS OF HIV OR HBV. RESEARCH LABORATORIES MAY PRODUCE HIGH CONCENTRATIONS OF HIV OR HBV BUT NOT IN THE VOLUME FOUND IN PRODUCTION FACILITIES.

SHARPS WITH ENGINEERED SHARPS INJURY PROTECTIONS MEANS A NON-NEEDLE SHARP OR A NEEDLE DEVICE USED FOR WITHDRAWING BODY FLUIDS, ACCESSING A VEIN OR ARTERY, OR ADMINISTERING MEDICATIONS OR OTHER FLUIDS, WITH A BUILT-IN SAFETY FEATURE OR MECHANISM THAT EFFECTIVELY REDUCES THE RISK OF AN EXPOSURE INCIDENT.

SOURCE INDIVIDUAL MEANS ANY INDIVIDUAL, LIVING OR DEAD, WHOSE BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS MAY BE A SOURCE OF OCCUPATIONAL EXPOSURE TO THE EMPLOYEE. EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, HOSPITAL AND CLINIC PATIENTS; CLIENTS IN INSTITUTIONS FOR THE DEVELOPMENTALLY DISABLED; TRAUMA VICTIMS; CLIENTS OF DRUG AND ALCOHOL TREATMENT FACILITIES; RESIDENTS OF HOSPICES AND NURSING HOMES; HUMAN REMAINS; AND INDIVIDUALS WHO DONATE OR SELL BLOOD OR BLOOD COMPONENTS.

STERILIZE MEANS THE USE OF A PHYSICAL OR CHEMICAL PROCEDURE TO DESTROY ALL MICROBIAL LIFE INCLUDING HIGHLY RESISTANT BACTERIAL ENDOSPORES.

UNIVERSAL PRECAUTIONS IS AN APPROACH TO INFECTION CONTROL. ACCORDING TO THE CONCEPT OF UNIVERSAL PRECAUTIONS, ALL HUMAN BLOOD AND CERTAIN HUMAN BODY FLUIDS ARE TREATED AS IF KNOWN TO BE INFECTIOUS FOR HIV, HBV, AND OTHER BLOODBORNE PATHOGENS.

WORK PRACTICE CONTROLS MEANS CONTROLS THAT REDUCE THE LIKELIHOOD OF EXPOSURE BY ALTERING

THE MANNER IN WHICH A TASK IS PERFORMED (E.G., PROHIBITING RECAPPING OF NEEDLES BY A TWO-HANDED TECHNIQUE).

IN THE EVENT OF A POTENTIAL EXPOSURE DURING TRAINING (I.E. NEEDLE STICK, CONTACT BETWEEN BODILY FLUIDS AND UNPROTECTED SKIN):

FIRST, THE STUDENT SHOULD CLEANSE THE EXPOSURE SITE AND FOLLOW THESE REQUIRED STEPS:

- I. PROTECT EXPOSED SKIN WITH APPROPRIATE BANDAGING.
- II. IMMEDIATELY CONTACT THE DUTY OFFICER FOR THE FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT.
- III. THE DUTY OFFICER WILL THEN NOTIFY THE DEPARTMENT'S FIRST AVAILABLE DESIGNATED INFECTION CONTROL OFFICER WHO WILL COORDINATE WITH THE STUDENT ALL DOCUMENTATION REQUIREMENTS FOR THE EXPOSURE.
 - A. APPROPRIATE MEDICAL TESTING AND TREATMENT, AS NECESSARY, WILL BE RENDERED TO THE STUDENT AT THE NEAREST MEDICAL FACILITY.
 - B. DOCUMENTATION OF THE EXPOSURE MUST BE COMPLETED WITHIN FORTY-EIGHT (48) HOURS OF THE INCIDENT AND FORWARDED TO THE INFECTION CONTROL OFFICER. A COPY OF THE EXPOSURE WILL BE KEPT IN THE STUDENT'S FILE.

APRIL 9, 1998

GENERAL PRINCIPLES:

INTERNET SERVICES ARE PROVIDED BY THE COUNTY OF FREDERICK TO SUPPORT COMMUNICATIONS, THE EXCHANGE OF INFORMATION, AND THE OPPORTUNITY FOR COLLABORATIVE GOVERNMENT-RELATED WORK. THE COUNTY OF FREDERICK ENCOURAGES THE USE OF ELECTRONIC COMMUNICATIONS BY ITS DEPARTMENTS AND EMPLOYEES. ACCESS TO INTERNET SERVICES IS A REVOCABLE PRIVILEGE, AND CONFORMANCE WITH ACCEPTABLE TO USE, AS EXPRESSED IN THIS POLICY, IS REQUIRED. THE FREDERICK COUNTY LOCAL GOVERNMENT PERSONNEL POLICIES AND PROCEDURES APPLIES TO INTERNET USAGE, AS DO OTHER EXISTING RULES AND GUIDELINES ON THE ETHICAL BEHAVIOR OF GOVERNMENT EMPLOYEES AND THE USE OF GOVERNMENT RESOURCES SUPPLIED BY THE COUNTY OF FREDERICK.

SPECIFICALLY ACCEPTABLE USES:

1. COMMUNICATIONS AND INFORMATION EXCHANGE DIRECTLY RELATED TO THE OPERATIONS AND PROVISION OF SERVICES BY FREDERICK COUNTY.
2. COMMUNICATION AND EXCHANGE FOR PROFESSIONAL DEVELOPMENT, OR TO MAINTAIN CURRENCY OF TRAINING OR EDUCATION.
3. USE FOR APPLYING FOR OR ADMINISTERING GRANTS OR CONTRACTS FOR THE COUNTY.
4. USE FOR ADVISORY, STANDARDS, RESEARCH, ANALYSIS, AND PROFESSIONAL SOCIETY ACTIVITIES RELATED TO WORK TASKS AND DUTIES.
5. ANNOUNCEMENT OF NEW COUNTY REGULATIONS, ORDINANCES, PROCEDURES, POLICIES, RULES, SERVICES, PROGRAMS, INFORMATION, OR ACTIVITIES.
6. ANY INTER-DEPARTMENTAL EXCHANGE NOT REQUIRING A HIGH LEVEL OF SECURITY.

SPECIFICALLY UNACCEPTABLE USES:

1. USE OF THE INTERNET FOR ANY PURPOSES WHICH VIOLATE FEDERAL, STATE, OR LOCAL LAW.
2. USE FOR ANY PURPOSES WHICH VIOLATE THE PERSONNEL POLICIES AND PROCEDURES OF THE FREDERICK COUNTY LOCAL GOVERNMENT.
3. USE FOR ANY FOR-PROFIT ACTIVITIES UNLESS SPECIFIC TO THE COUNTY OF FREDERICK.
4. USE FOR PRIVATE BUSINESS, INCLUDING COMMERCIAL ADVERTISING.
5. USE OF THE COUNTY OF FREDERICK'S INTERNET SERVICES SO AS TO INTERFERE WITH OR DISRUPT NETWORK USERS, SERVICES, OR EQUIPMENT.
6. INTENTIONALLY SEEKING OUT INFORMATION ON, OBTAINING COPIES OF, OR MODIFYING FILES AND OTHER DATA WHICH ARE CONFIDENTIAL UNDER FEDERAL, STATE OR LOCAL LAW, UNLESS SPECIFICALLY AUTHORIZED TO DO SO ONCE THE LEGAL CONDITIONS FOR RELEASE ARE SATISFIED.
7. NO INTENTIONAL COPY IS TO BE MADE OF ANY SOFTWARE, ELECTRONIC FILE, PROGRAM, OR DATA USING FREDERICK COUNTY PROVIDED INTERNET SERVICES WITHOUT PRIOR, GOOD-FAITH DETERMINATION THAT COPYING IS PERMISSIBLE. (ANY EFFORTS TO OBTAIN SUCH PERMISSION MUST BE DOCUMENTED IN WRITING FROM THE ORIGINAL SOURCE.)
8. INTENTIONALLY SEEKING INFORMATION ON, OBTAINING COPIES OF, MODIFYING FILES OR DATA BELONGING TO OTHERS, OR ELECTRONICALLY REPRESENTING THEMSELVES AS OTHERS WITHOUT AUTHORIZATION OF THE FILE OWNER. SEEKING PASSWORDS OF OTHERS OR THE EXCHANGING OF PASSWORDS IS PROHIBITED.
9. INTENTIONALLY DEVELOPING PROGRAMS DESIGNED TO HARASS OTHER USERS OR INFILTRATE A COMPUTER OR COMPUTING SYSTEM AND/OR DAMAGE OR ALTER THE SOFTWARE COMPONENT OF THE SAME.
10. USE OF FUND RAISING OR PUBLIC RELATIONS ACTIVITIES NOT SPECIFICALLY RELATED TO THE ACTIVITIES OF FREDERICK COUNTY.

GUIDELINES:

COMPUTER VIRUSES ON DOWNLOADED SOFTWARE: ANY SOFTWARE PROVIDED FROM OUTSIDE THE COUNTY OF FREDERICK GOVERNMENT MUST BE VIRUS CHECKED PRIOR TO USE. SOFTWARE IS NOT TO BE DOWNLOADED FROM THE INTERNET WITHOUT GUIDANCE FROM THE DIRECTOR OF INFORMATION TECHNOLOGIES.

LOGOFF (EXITING): ALWAYS MAKE A REASONABLE ATTEMPT TO COMPLETE THE LOGOFF OR OTHER TERMINATION PROCEDURE WHEN FINISHED USING A REMOTE, INTERNET-ACCESS SYSTEM OR RESOURCE.

E-MAIL SECURITY: UNENCRYPTED ELECTRONIC MAIL SENT OR RECEIVED OUTSIDE ANY DEPARTMENT AND ON THE INTERNET CANNOT BE EXPECTED TO BE SECURE.

LARGE FILE TRANSFERS AND INTERNET CAPACITY: THE INTERNET CONNECTION IS A SHARED RESOURCE. WHILE ROUTINE ELECTRONIC MAIL AND FILE TRANSFER ACTIVITIES WILL NOT IMPACT OTHER USERS MUCH, LARGE FILE TRANSFERS AND MULTIMEDIA ACTIVITIES WILL IMPACT SERVICE LEVELS OF OTHER USERS. USERS CONTEMPLATING LARGE FILE TRANSFERS (OVER 10 MEGABYTES PER TRANSFER) OR INTERACTIVE VIDEO ACTIVITIES SHOULD, TO BE CONSIDERATE OF OTHERS, SCHEDULE THESE ACTIVITIES EARLY OR LATE IN THE DAY OR AFTER REGULAR BUSINESS HOURS.

DISCLAIMERS: WHEN USING INTERNET SERVICES PROVIDED BY FREDERICK COUNTY, USERS SHOULD REMEMBER THAT THEY ARE REPRESENTING THE COUNTY.

PROCEDURES:

THE DEPARTMENT HEADS ARE RESPONSIBLE FOR STAFF COMPLIANCE WITH THIS POLICY, AND FOR INVESTIGATING NON-COMPLIANCE. WHEN AN INSTANCE OF NON-COMPLIANCE IS DISCOVERED OR SUSPECTED, THE DEPARTMENT HEAD WILL PROCEED IN ACCORDANCE WITH THE DISCIPLINARY POLICY OF THE PERSONNEL POLICIES AND PROCEDURES OF THE FREDERICK COUNTY LOCAL GOVERNMENT. SUSPENSION OF SERVICE TO USERS MAY OCCUR WHEN DEEMED NECESSARY TO MAINTAIN THE OPERATION AND INTEGRITY OF THE COUNTY OF FREDERICK INTERNET-WORK. DISCIPLINE MAY BE APPROPRIATE IN SOME CASES. CRIMINAL OR CIVIL ACTION AGAINST USERS MAY BE APPROPRIATE WHERE LAWS ARE VIOLATED.

IT SHALL BE THE POLICY OF THE BOARD OF SUPERVISORS TO ENCOURAGE RESOLUTION OF EMPLOYEE PROBLEMS AND COMPLAINTS WHEREIN EMPLOYEES CAN FREELY DISCUSS THEIR CONCERNS WITH IMMEDIATE SUPERVISORS AND UPPER MANAGEMENT LEVELS. HOWEVER, TO THE EXTENT SUCH CONCERNS CANNOT BE RESOLVED; THE GRIEVANCE PROCEDURE SHALL AFFORD AN IMMEDIATE AND FAIR METHOD FOR THE RESOLUTION OF DISPUTES WHICH MAY ARISE BETWEEN AN AGENCY AND ITS EMPLOYEES. THE GRIEVANCE PROCEDURE SHALL INCLUDE:

DEFINITION OF GRIEVANCE

A GRIEVANCE SHALL BE A COMPLAINT OR DISPUTE BY AN EMPLOYEE RELATING TO HIS EMPLOYMENT, INCLUDING BUT NOT NECESSARILY LIMITED TO (i) DISCIPLINARY ACTION, INCLUDING DISMISSALS, DISCIPLINARY DEMOTIONS AND SUSPENSIONS, PROVIDED THAT DISMISSALS SHALL BE GRIEVABLE WHENEVER RESULTING FROM FORMAL DISCIPLINE OR UNSATISFACTORY JOB PERFORMANCE; (ii) THE APPLICATION OF PERSONNEL POLICIES, PROCEDURES, RULES AND REGULATIONS, INCLUDING THE APPLICATION OF POLICIES INVOLVING MATTERS REFERRED TO IN SUB-SECTION (B)(iii) BELOW; (iii) DISCRIMINATION ON THE BASIS OF RACE, COLOR, CREED, RELIGION, POLITICAL AFFILIATION, AGE, DISABILITY, NATIONAL ORIGIN OR SEX; AND (iv) ACTS OF RETALIATION AS THE RESULT OF THE USE OF OR PARTICIPATION IN THE GRIEVANCE PROCEDURE OR BECAUSE THE EMPLOYEE HAS COMPLIED WITH ANY LAW OF THE UNITED STATES OR OF THE COMMONWEALTH, HAS REPORTED ANY VIOLATION OF SUCH LAW TO A GOVERNMENTAL AUTHORITY, HAS SOUGHT ANY CHANGE IN LAW BEFORE THE CONGRESS OF THE UNITED STATES OR THE GENERAL ASSEMBLY, OR HAS REPORTED AN INCIDENCE OF FRAUD, ABUSE, OR GROSS MISMANAGEMENT. FOR THE PURPOSES OF CLAUSE (iv) THE ORIGINAL SANCTION CAN NOT BE INCREASED.

MANAGEMENT RESPONSIBILITIES

MANAGEMENT RESERVES THE EXCLUSIVE RIGHT TO MANAGE THE AFFAIRS AND OPERATIONS OF COUNTY GOVERNMENT. ACCORDINGLY, THE FOLLOWING COMPLAINTS ARE NOT GRIEVABLE: (i) ESTABLISHMENT AND REVISION OF WAGES OR SALARIES, POSITION CLASSIFICATIONS OR GENERAL BENEFITS; (ii) WORK ACTIVITY ACCEPTED BY THE EMPLOYEE AS A CONDITION OF EMPLOYMENT OR WORK ACTIVITY WHICH MAY REASONABLY BE EXPECTED TO BE A PART OF THE JOB CONTENT; (THE MEASUREMENT AND ASSESSMENT OF WORK ACTIVITY THROUGH A PERFORMANCE EVALUATION SHALL NOT BE GRIEVABLE EXCEPT WHERE THE EMPLOYEE CAN SHOW THAT THE EVALUATION WAS ARBITRARY OR CAPRICIOUS); (iii) THE CONTENTS OF ORDINANCES, STATUTES OR ESTABLISHED PERSONNEL POLICIES, PROCEDURES, RULES AND REGULATIONS; (iv) FAILURE TO PROMOTE EXCEPT WHERE THE EMPLOYEE CAN SHOW ESTABLISHED PROMOTIONAL POLICIES OR PROCEDURES WERE NOT FOLLOWED OR APPLIED FAIRLY; (v) THE METHODS, MEANS AND PERSONNEL BY WHICH SUCH WORK ACTIVITIES ARE TO BE CARRIED ON; (vi) THE HIRING, PROMOTION, TRANSFER, ASSIGNMENT AND RETENTION OF EMPLOYEES WITHIN THE AGENCY (PROVIDED SUCH ACTIONS DO NOT CONSTITUTE DISCIPLINARY ACTIONS); AND (vii) THE RELIEF OF EMPLOYEES FROM DUTIES OF THE AGENCY IN EMERGENCIES. IN ANY GRIEVANCE BROUGHT UNDER THE EXCEPTION TO SECTION 12.1 B (vi) THE ACTION SHALL BE UPHELD UPON A SHOWING BY THE AGENCY THAT: (i) THERE WAS A VALID BUSINESS REASON FOR THE ACTION, AND (ii) THE EMPLOYEE WAS NOTIFIED OF SUCH REASON IN WRITING PRIOR TO THE EFFECTIVE DATE OF THE ACTION.

COVERAGE OF PERSONNEL

ALL REGULAR, FULL TIME AND PART TIME COUNTY PERSONNEL, EXCLUDING PROBATIONARY EMPLOYEES, ARE ELIGIBLE TO FILE GRIEVANCES AS PROVIDED IN THIS SECTION WITH THE FOLLOWING EXCEPTIONS:

1. APPOINTEES OF THE BOARD OF SUPERVISORS INCLUDING THE COUNTY ADMINISTRATOR, AND MEMBERS OF THE VARIOUS BOARDS, COMMISSIONS, OR AGENCIES OF THE BOARD OF SUPERVISORS.
2. CONSTITUTIONAL OFFICERS, HOWEVER, THE EMPLOYEES OF A CONSTITUTIONAL OFFICER SHALL BE INCLUDED WITHIN THE COUNTY GRIEVANCE PROCEDURE PROVIDED THAT THE CONSTITUTIONAL OFFICER AND THE COUNTY HAVE BOTH AGREED THAT THESE EMPLOYEES SHALL BE

INCLUDED WITHIN THE COUNTY'S PERSONNEL SYSTEM.

3. AGENCY AND/OR DEPARTMENT DIRECTORS.
4. EMPLOYEES WHOSE TERMS OF EMPLOYMENT ARE LIMITED BY LAW.
5. TEMPORARY, LIMITED TERM AND SEASONAL EMPLOYEES. AN EMPLOYEE WHO HAS VOLUNTARILY RESIGNED SHALL NOT HAVE ACCESS TO THE COUNTY GRIEVANCE PROCEDURE, EXCEPT TO GRIEVE A RESIGNATION RESULTING FROM FORMAL DISCIPLINE, UNSATISFACTORY JOB PERFORMANCE, OR AN INVOLUNTARY RESIGNATION. SUCH GRIEVANCE MUST BE FILED WITHIN THIRTY (30) CALENDAR DAYS OF THE DISMISSAL DATE.

ANY GRIEVANCE INITIATED BY A REGULAR, CLASSIFIED COUNTY EMPLOYEE PRIOR TO SEPARATION FROM COUNTY SERVICE MAY, AT THE EMPLOYEE'S OPTION, CONTINUE TO BE PROCESSED THROUGH THE GRIEVANCE PROCEDURE.

AFTER THE INITIAL FILING OF A WRITTEN GRIEVANCE, FAILURE OF EITHER PARTY TO COMPLY WITH ALL SUBSTANTIAL PROCEDURAL REQUIREMENTS OF THE GRIEVANCE PROCEDURE WITHOUT JUST CAUSE WILL RESULT IN A DECISION IN FAVOR OF THE OTHER PARTY ON ANY GRIEVABLE ISSUE PROVIDED THE PARTY NOT IN COMPLIANCE FAILS TO CORRECT THE NON-COMPLIANCE WITHIN FIVE (5) WORK DAYS OF RECEIPT OF WRITTEN NOTIFICATION BY THE OTHER PARTY OF COMPLIANCE VIOLATION. SUCH WRITTEN NOTIFICATION BY THE GRIEVANT SHALL BE MADE TO THE COUNTY ADMINISTRATOR. FAILURE OF EITHER PARTY WITHOUT JUST CAUSE TO COMPLY WITH ALL SUBSTANTIAL PROCEDURAL REQUIREMENTS AT THE PANEL HEARING SHALL RESULT IN A DECISION IN FAVOR OF THE OTHER PARTY.

DETERMINATION OF GRIEVABILITY

IF SOME QUESTION SHOULD EXIST CONCERNING THE GRIEVABILITY OF A SPECIFIC PROBLEM AND IF THE QUESTION CANNOT BE RESOLVED TO THE SATISFACTION OF BOTH THE EMPLOYEE AND HIS SUPERVISOR AT THE DEPARTMENTAL LEVEL, THE EMPLOYEE MAY WITHIN TEN (10) WORK DAYS MAKE A REQUEST TO THE COUNTY ADMINISTRATOR FOR A RULING OF GRIEVABILITY WHO SHALL RESPOND WITHIN TEN (10) WORK DAYS.

IN ANY CASE, NO COMPLAINT MAY BE ADDRESSED BEYOND THE COUNTY ADMINISTRATOR LEVEL BEFORE GRIEVABILITY HAS BEEN DETERMINED. ONLY AFTER GRIEVABILITY HAS BEEN DETERMINED SHALL A GRIEVANCE BE PROCESSED THROUGH THE GRIEVANCE PANEL STAGE. DECISIONS OF THE COUNTY ADMINISTRATOR MAY BE APPEALED BY THE EMPLOYEE WITHIN FIVE (5) WORK DAYS TO THE FREDERICK COUNTY CIRCUIT COURT FOR A HEARING DE NOVO ON THE ISSUE OF WHETHER OR NOT THE GRIEVANCE QUALIFIES FOR A PANEL HEARING. PROCEEDINGS FOR REVIEW OF THE DECISION OF THE COUNTY ADMINISTRATOR SHALL BE INSTITUTED BY FILING A NOTICE OF APPEAL WITH THE COUNTY ADMINISTRATOR WITHIN FIVE (5) WORK DAYS FROM THE DATE OF RECEIPT OF THE DECISION AND GIVING A COPY, THEREOF, TO ALL OTHER PARTIES. WITHIN FIVE (5) WORK DAYS THEREAFTER, THE COUNTY ADMINISTRATOR SHALL TRANSMIT TO THE CLERK OF THE COURT TO WHICH THE APPEAL IS TAKEN A COPY OF THE DECISION OF THE COUNTY ADMINISTRATOR, A COPY OF THE NOTICE OF APPEAL, AND THE EXHIBITS. A LIST OF THE EVIDENCE FURNISHED TO THE COURT SHALL ALSO BE FURNISHED TO THE GRIEVANT. THE FAILURE OF THE COUNTY ADMINISTRATOR TO TRANSMIT THE RECORD WITHIN THE TIME ALLOWED SHALL NOT PREJUDICE THE RIGHTS OF THE GRIEVANT. THE COURT, ON MOTION OF THE GRIEVANT, MAY ISSUE A WRIT OF CERTIORARI REQUIRING THE COUNTY ADMINISTRATOR TO TRANSMIT THE RECORD ON OR BEFORE A CERTAIN DATE. WITHIN THIRTY (30) DAYS OF RECEIPT OF SUCH RECORDS BY THE CLERK, THE COURT, SITTING WITHOUT A JURY, SHALL HEAR THE APPEAL ON THE RECORD TRANSMITTED BY THE COUNTY ADMINISTRATOR AND SUCH ADDITIONAL EVIDENCE AS MAY BE NECESSARY TO RESOLVE ANY CONTROVERSY AS TO THE CORRECTNESS OF THE RECORD. THE COURT, IN ITS DISCRETION, MAY RECEIVE SUCH OTHER EVIDENCE AS THE ENDS OF JUSTICE REQUIRE. THE COURT MAY AFFIRM THE DECISIONS OF THE COUNTY ADMINISTRATOR OR MAY REVERSE OR MODIFY THE DECISION. THE DECISION OF THE COURT SHALL BE RENDERED NO LATER THAN THE FIFTEENTH (15) DAY FROM THE DATE OF THE CONCLUSION OF THE HEARING. THE DECISION OF THE COURT IS FINAL AND IS NOT APPEALABLE.

GRIEVANCE PROCEDURE

AN EMPLOYEE WISHING TO FILE A GRIEVANCE SHALL HAVE THE RIGHT TO FOLLOW ALL STEPS OF THIS PROCEDURE AS LISTED BELOW WITH COMPLETE FREEDOM FROM REPRISAL. THIS DOES NOT, HOWEVER, CONFER THE RIGHT UPON ANYONE TO MAKE SLANDEROUS OR LIBELOUS STATEMENTS. THE USE OF RECORDERS IS NOT PERMITTED IN THE MANAGEMENT STEPS.

STEP I AN EMPLOYEE, WHO HAS A GRIEVANCE, AS DEFINED HEREIN, SHALL WITHIN THIRTY (30) CALENDAR DAYS OF THE OCCURRENCE OF THE ACTION OR EVENT CAUSING THE GRIEVANCE OR OF THE DATE WHEN THE EMPLOYEE COULD HAVE REASONABLY BEEN EXPECTED TO HAVE LEARNED OF THE ACT OR EVENT, CONTACT HIS IMMEDIATE SUPERVISOR FOR A DISCUSSION OF THE GRIEVANCE. THE SUPERVISOR SHALL MEET WITH THE EMPLOYEE WITHIN FIVE (5) WORK DAYS TO DISCUSS THE GRIEVANCE. THE SUPERVISOR SHALL GIVE THE EMPLOYEE A REPLY WITHIN FIVE (5) WORK DAYS FOLLOWING THE MEETING.

STEP II IF THE GRIEVANCE IS NOT RESOLVED AS A RESULT OF **STEP I**, THE EMPLOYEE MAY WITHIN FIVE (5) WORK DAYS, THEREAFTER, FILE A WRITTEN GRIEVANCE WITH THEIR DEPARTMENT HEAD. OTHER ARRANGEMENTS FOR SUBMISSION OF A GRIEVANCE SUCH AS A PERSONAL INTERVIEW OR TAPE RECORDING WILL BE MADE AVAILABLE FOR THE VISUALLY-IMPAIRED OR THOSE WITH MOTOR IMPAIRMENTS. THE EMPLOYEE MUST BE SURE THAT THE GRIEVANCE IS COMPLETE IN ALL DETAIL AT THIS STAGE OF THE PROCEDURE. THE DEPARTMENT HEAD WILL THEN WITHIN FIVE (5) WORK DAYS MEET WITH THE EMPLOYEE TO DISCUSS THE GRIEVANCE. THE DEPARTMENT HEAD WILL INFORM THE EMPLOYEE IN WRITING OF HIS DECISION AND THE REASONS THEREFORE WITHIN FIVE (5) CALENDAR DAYS FOLLOWING THE MEETING.

STEP III IF THE DEPARTMENT HEAD'S RESPONSE DOES NOT RESOLVE THE GRIEVANCE, THE EMPLOYEE MAY WITHIN TEN (10) WORK DAYS THEREAFTER FILE A WRITTEN REQUEST FOR A HEARING WITH THE COUNTY ADMINISTRATOR CONTAINING THE EMPLOYEE'S EXPLANATION OF WHAT HAS OCCURRED. A COPY SHALL ALSO BE SENT TO THE EMPLOYEE'S DEPARTMENT HEAD. UPON RECEIPT OF THE WRITTEN REQUEST FOR A HEARING, AND VERIFICATION THAT **STEPS I AND II** HAVE BEEN EXHAUSTED, THE COUNTY ADMINISTRATOR SHALL WITHIN (5) WORK DAYS SCHEDULE THE HEARING REQUESTED. THE COUNTY ADMINISTRATOR MAY REQUEST THE PRESENCE OF THE DEPARTMENT HEAD OR ANY OTHER COUNTY OFFICIAL AT THE HEARING AND THE EMPLOYEE MAY ALSO HAVE A REPRESENTATIVE OF HIS CHOICE PRESENT. THE COUNTY ADMINISTRATOR SHALL GIVE THE EMPLOYEE A WRITTEN REPLY OR A METHOD UNDERSTOOD BY COMPLAINANT WITHIN FIVE (5) WORK DAYS AFTER THE CONCLUSION OF THE HEARING. A COPY OF THE REPLY SHALL BE SENT TO THE EMPLOYEE'S DEPARTMENT HEAD.

STEP IV IF THE COUNTY ADMINISTRATOR'S REPLY DOES NOT RESOLVE THE GRIEVANCE, THE EMPLOYEE MAY WITHIN SEVEN (7) WORK DAYS, THEREAFTER, REQUEST IN WRITING TO THE COUNTY ADMINISTRATOR THAT HIS GRIEVANCE BE SUBMITTED TO A PANEL HEARING.

IN SUBMITTING THIS WRITTEN REQUEST IT IS NOT NECESSARY THAT THE EMPLOYEE AGAIN PROVIDE A WRITTEN EXPLANATION OF WHAT HAS OCCURRED AS THIS WAS CONTAINED IN HIS WRITTEN REQUEST SUBMITTED AT **STEP II AND III** AND AS PART OF THE RECORD WILL BE MADE AVAILABLE TO THE GRIEVANCE PANEL.

WITHIN TEN (10) WORK DAYS AFTER THE DATE OF THE WRITTEN REQUEST FOR A PANEL HEARING, THE HR DEPARTMENT WILL PROVIDE A LIST OF AT LEAST FIVE (5) PROSPECTIVE PANEL MEMBERS TO THE DEPARTMENT HEAD AND THE GRIEVANT. TO INSURE AN IMPARTIAL PANEL, SUCH PANEL SHALL NOT BE COMPOSED OF ANY PERSONS HAVING DIRECT INVOLVEMENT WITH THE GRIEVANCE BEING HEARD, OR WITH THE PROBLEM GIVING RISE TO THE GRIEVANCE; FOR EXAMPLE, THE GRIEVANT, THE DEPARTMENT HEAD, SUPERVISORS REPLYING AT ANY MANAGEMENT STEP, REPRESENTATIVES OF THE GRIEVANT AT THE THIRD STEP AND WITNESSES WHO HAVE APPEARED AT ANY MANAGEMENT STEP. IN ADDITION, MANAGERS WHO ARE IN A DIRECT LINE OF SUPERVISION OF A GRIEVANT ARE ALSO EXCLUDED FROM SERVING AS PANEL MEMBERS. ALSO, NO ATTORNEY HAVING DIRECT INVOLVEMENT WITH THE SUBJECT MATTER OF THE GRIEVANCE, NOR A PARTNER,

ASSOCIATE, EMPLOYEE OR CO-EMPLOYEE OF SUCH AN ATTORNEY SHALL SERVE AS A PANEL MEMBER.

FURTHERMORE, THE FOLLOWING RELATIVES OF A PARTICIPANT IN THE GRIEVANCE PROCESS OR A PARTICIPANT'S SPOUSE SHALL NOT SERVE AS PANEL MEMBERS, I.E., SPOUSE, PARENT, CHILD, DESCENDANTS OF A CHILD, SIBLING, NIECE, NEPHEW AND FIRST COUSIN.

ADDITIONALLY, DUE TO THEIR SENSITIVE RELATIONSHIPS TO THE GRIEVANCE PROCESS, EMPLOYEES IN THE PERSONNEL CLASSIFICATION SERIES SHALL NOT SERVE AS PANEL MEMBERS. THREE (3) MEMBERS WHO WILL CONSTITUTE THE PANEL SHALL BE SELECTED WITHIN TEN (10) WORK DAYS FROM THIS LIST - ONE MEMBER SHALL BE CHOSEN BY THE DEPARTMENT HEAD; ONE MEMBER SHALL BE CHOSEN BY THE GRIEVANT; AND THE REMAINING MEMBER SHALL BE SELECTED BY THE FIRST TWO APPOINTEES AND SHALL SERVE AS THE CHAIRPERSON. IN THE EVENT THAT AGREEMENT CANNOT BE REACHED AS TO THE THIRD PANEL MEMBER, THE CHIEF JUDGE OF THE CIRCUIT COURT WILL SELECT THE THIRD MEMBER. THE PANEL HEARING SHALL BE SCHEDULED TO OCCUR WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE THAT THE THIRD PANEL MEMBER IS SELECTED. THE PANEL HAS THE RESPONSIBILITY TO INTERPRET THE APPLICATION OF APPROPRIATE COUNTY POLICIES AND PROCEDURE IN THE CASE. IT DOES NOT HAVE PREROGATIVE TO FORMULATE OR TO CHANGE POLICIES OR PROCEDURES.

THE EMPLOYEE MAY HAVE PRESENT AT THE HEARING A REPRESENTATIVE OR LEGAL COUNSEL AT HIS OWN EXPENSE. COPIES OF THE WRITTEN RECORD IN THE CASE FROM [STEP II AND III](#) SHALL BE PROVIDED THE PANEL MEMBERS BY THE COUNTY.

THE CONDUCT OF THE HEARING SHALL BE AS FOLLOWS:

THE COUNTY SHALL PROVIDE A COPY OF THE RECORD TO THE PANEL, THE SUPERVISOR, AND THE GRIEVANT.

- A. THE PANEL MAY AT THE BEGINNING OF THE HEARING ASK FOR STATEMENTS CLARIFYING THE ISSUES INVOLVED.
- B. EXHIBITS, WHEN OFFERED, MAY BE RECEIVED IN EVIDENCE BY THE PANEL, AND WHEN SO RECEIVED SHALL BE MARKED AND MADE PART OF THE RECORD.
- C. THE EMPLOYEE AND SUPERVISOR, OR THEIR REPRESENTATIVE, SHALL THEN PRESENT THEIR CLAIM AND PROOFS AND WITNESSES WHO SHALL SUBMIT TO QUESTIONS OR OTHER EXAMINATION. THE PANEL MAY AT ITS DISCRETION, VARY THIS PROCEDURE BUT SHALL AFFORD FULL AND EQUAL OPPORTUNITY TO ALL PARTIES AND WITNESSES FOR PRESENTATION OF ANY MATERIAL OR RELEVANT EVIDENCE.
- D. THE PARTIES MAY OFFER EVIDENCE AND SHALL PROVIDE SUCH ADDITIONAL EVIDENCE AS THE PANEL MAY DEEM NECESSARY FOR AN UNDERSTANDING AND DETERMINATION OF THE DISPUTE. THE PANEL SHALL BE THE JUDGE OF RELEVANCY AND MATERIALITY OF THE EVIDENCE OFFERED. ALL EVIDENCE SHALL BE TAKEN IN THE PRESENCE OF THE PANEL AND OF THE PARTIES.
- E. ALL EVIDENCE TAKEN BY THE PANEL SHALL BE UNDER OATH.
- F. THE MAJORITY DECISION OF THE PANEL SHALL BE RENDERED WITHIN TEN (10) WORK DAYS OF THE CONCLUSION OF THE HEARING AND SHALL BE FINAL AND BINDING AND CONSISTENT WITH LAW AND WRITTEN POLICIES.
- G. THE PARTIES SHOULD NOT DISCUSS THE SUBSTANCE OF ANY GRIEVANCE OR THE PROBLEM GIVING RISE TO THE GRIEVANCE WITH ANY PANEL MEMBERS PRIOR TO OR SUBSEQUENT TO THE HEARING. ANY MATTERS REQUIRING THE ATTENTION OF THE PANEL SHOULD BE COMMUNICATED IN WRITING WITH COPIES TO ALL PARTIES.
- H. THE PANEL SHALL HAVE THE AUTHORITY TO ESTABLISH SUCH OTHER PROCEDURES FOR THE HEARING AS ARE CONSISTENT WITH STATE LAW.